

ACTION BY: Division Directors and Staff Officers

Legislative Reporting

I PURPOSE

The purpose of this Instruction is to outline responsibilities for legislative matters of concern to AMS, and to provide information and suggestions that may be helpful in connection with the preparation and handling of legislative reports.

II RESPONSIBILITIES

A Divisions. The divisions and staff offices of AMS are responsible for preparing legislative reports upon request, in accordance with the provisions of the Administrative Regulations (Title 6, Chapter 7); Secretary's Memorandum No. 1324, Revision 2, dated December 13, 1955; and this Instruction. All such reports shall be submitted to the Legislative Reference Officer, regardless of the channel through which the request was received.

B Legislative Reference Officer. The Legislative Reference Officer in the Office of the Administrator is responsible for providing information and assistance to AMS divisions and staff offices concerning legislative matters, and for serving as liaison on all legislative matters between AMS and the Legislative Reporting staff of the Departmental Office of Budget and Finance.

C Budget and Finance Division. The AMS Budget and Finance Division is responsible for answering inquiries and rendering other assistance to AMS divisions on budgetary matters, including cost information, contained in legislative reports or related documents.

II INFORMATION AND SUGGESTIONS FOR PREPARING REPORTS

A Policy Recommendation. Place the policy recommendation at the beginning of the report, and keep it within the space provided on

(II A)

the Form BF-72, Policy Recommendation on Legislative Proposal. (In some cases the policy recommendations have been almost as long as the final reports.)

B Number and Author of Bill. Show the number and author of the bill in the designated spaces on the form.

C Simultaneous Drafting of Report. Complete the legislative report while the policy recommendation is being reviewed by the Secretary's Policy Staff. Considerable delay results if the report has to be drafted following review of the policy recommendation.

D When Policy Recommendation Is Not Required.

1 If a policy recommendation has already been approved on a legislative proposal during the current session of Congress, it is not necessary to prepare another policy recommendation on a second proposal which is identical in substance. In this case, prepare and transmit the legislative report itself, without delay. However, attach to the file a covering note citing the previous bill reference.

2 In cases where no policy questions are involved in a legislative report, an advance policy recommendation need not be prepared.

E Categorical Statements on Matters of Opinion. In the preparation of legislative reports, avoid categorical declarations on points which are only matters of opinion. Such statements frequently necessitate retyping the report as legislative reports are often printed in congressional committee reports and the Congressional Record.

F Cost Information. In each policy recommendation and/or final report on a legislative proposal, include estimates of gross cost to AMS (covering estimated expenses in the operating units and overhead), and indicate possible costs or savings to other agencies. This information should include estimates of the probable cost or savings attributable to the legislative proposal over each year of the first five-year period of its operation, or for each year of the whole period of its operation if the legislation is intended to be effective for less than five years. If such information on costs or savings is not provided, the fact that it is omitted and the reason for the omission should be stated in the report. Where a proposal will not increase costs of operation, include a statement to this effect.

(II)

G Transmittal Letter Not Required. It is no longer necessary to prepare a letter to the Bureau of the Budget transmitting copies of the report for clearance. A form letter will be used for that purpose and will be attached in the Office of Budget and Finance. Attach four copies of the proposed legislative report to the file for transmittal with the form letter to the Bureau of the Budget.

H Check for Errors. Check each legislative report closely for typographical errors.

I Bureau of the Budget Clearance. Include in each legislative report the following paragraph about clearance by the Bureau of the Budget:

"The Bureau of the Budget advises that there is no objection to the submission of this report."

This paragraph may be changed in some cases following advice from the Bureau of the Budget on special legislative proposals.

J Number and Legibility of Copies. Ascertain that (1) the legislative report file includes the required number of copies for the Bureau of the Budget and the Congress, (2) the copies are legible, and (3) no author-stenographer notations appear on copies that will leave the Department.

K Assembly. Have the legislative report properly assembled as explained in the exhibits contained in the Administrative Regulations (Title 6, Chapter 7).

III INQUIRIES

Contacts and requests for assistance on legislative proposals should be addressed to Mr. Nathan Koenig, Legislative Reference Officer (Room 202-E, extension 4638).

O. V. Wells

O. V. Wells
Administrator

AMS, AGRICULTURAL ECONOMICS DIV
STATISTICAL AND HISTORICAL
2-20-54 RESEARCH BRANCH
AMS-D2 AGRICULTURAL HISTORY SECTION

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B Legislative Reference Officer. The Legislative Reference Officer in the Office of the Administrator is responsible for providing information and assistance to AMS divisions and staff offices concerning legislative matters, and for serving as liaison on all legislative matters between AMS and the Legislative Reporting staff of the Departmental Office of Budget and Finance.

C Budget and Finance Division. The AMS Budget and Finance Division is responsible for answering inquiries and rendering other assistance to AMS divisions on budgetary matters, including cost information, contained in legislative reports or related documents.

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1 If a policy recommendation has already been approved on a legislative proposal during the current session of Congress, it is not necessary to prepare another policy recommendation on a second proposal which is identical in substance. In this case, prepare and transmit the legislative report itself, without delay. However, attach to the file a covering note citing the previous bill reference.

2 In cases where no policy questions are involved in a legislative report, an advance policy recommendation need not be prepared.

E Categorical Statements on Matters of Opinion. In the preparation of legislative reports, avoid categorical declarations on points which are only matters of opinion. Such statements frequently necessitate retyping the report, as legislative reports are often printed in congressional committee reports and the Congressional Record.

F Cost *-and Personnel-* Information.

1 Data To Be Included in All Reports. In each policy recommendation and/or final report on a legislative proposal, include estimates of gross costs to AMS (covering estimated expenses in the operating units and overhead), and possible costs or savings to other agencies. Each report should include estimates of the probable costs or savings attributable to the legislative proposal over each year of the first five-year period of its operation, or for each year of the whole period of its operation if the legislation is intended to be effective for less than five years. If such information on costs or savings is not provided, the fact that it is omitted and the reason for the omission should be stated in the report. Where a proposal will not increase costs of operation, include a statement to this effect.

2 *-Additional Data To Be Included in Certain Reports. On favorable reports to be transmitted to Congress on legislative proposals entailing an annual expenditure of appropriated funds in excess of \$1,000,000, include for each of the first five years the estimated maximum additional man-years of civilian employment by general categories of positions, expenditures for personal services, and expenditures for all purposes other than personal services (in the format prescribed in 6 AR).-*

(II)

G *-Transmittal Letter. The Office of Budget and Finance normally will prepare a form letter to transmit the proposed report to the Bureau of the Budget for clearance. However, in those cases where the transmittal letter is to contain special information, the office preparing the report should also prepare the transmittal letter.--* In any event, four copies of the proposed legislative report should accompany the file for attachment to the letter of transmittal to the Bureau of the Budget.

H Check for Errors. Check each legislative report closely for typographical errors.

I Bureau of the Budget Clearance. Include in each legislative report the following paragraph about clearance by the Bureau of the Budget:

"The Bureau of the Budget advises that there is no objection to the submission of this report."

This paragraph may be changed in some cases following advice from the Bureau of the Budget on special legislative proposals.

J Number and Legibility of Copies. Ascertain that (1) the legislative report file includes the required number of copies for the Bureau of the Budget and the Congress, (2) the copies are legible, and (3) no author-stenographer notations appear on copies that will leave the Department.

K Assembly. Have the legislative report properly assembled as explained in the exhibits contained in the Administrative Regulations (Title 6, Chapter 7).

III INQUIRIES

Contacts and requests for assistance on legislative proposals should be addressed to Mr. Nathan Koenig, Legislative Reference Officer (Room 202-E, Extension 4638).

Oris V. Wells

Oris V. Wells
Administrator

1-23-1971

Dear Mr. [Name],

I am writing to you regarding the [Topic] which was discussed at the [Meeting] on [Date]. The [Topic] is of great importance to our organization and we are currently working on a plan to address it. The plan involves [Details] and we are seeking your input and advice. We would like to schedule a meeting with you to discuss this further. Please let me know if you are available on [Date] or [Date].

Sincerely,
[Signature]

ACTION BY: Division Directors and Staff Officers

Legislative Reporting

I PURPOSE

This Instruction outlines responsibilities for legislative matters of concern to AMS, and supplements the Department regulations with guidelines for preparing legislative reports in AMS.

II RESPONSIBILITIES

A The Special Assistant to the Administrator receives requests for legislative reports from the Department's Office of Budget and Finance, and serves as liaison on all legislative matters between AMS and the legislative reporting staff of that Office. He is responsible for:

1 Arranging for preparation and clearance of legislative reports in AMS as soon as possible, and returning them directly to the Division of Legislative Reporting of the Department's Office of Budget and Finance;

2 Providing information and assistance to AMS divisions and staff offices concerning legislative matters; and

3 Keeping control records for AMS on pending reports.

B Divisions and staff offices are responsible for preparing legislative reports upon request, clearing them with the Budget and Finance Division relative to budgetary aspects, and submitting them to the Special Assistant to the Administrator.

C The AMS Budget and Finance Division is responsible for answering inquiries and assisting AMS divisions and staff offices on budgetary matters, including cost information, contained in legislative reports or related documents.

III PREPARATION OF LEGISLATIVE REPORTS

A General. The Department regulations (6 AR, Chapter 7, Sections 1-4) contain complete information on the preparation of legislative reports, including definitions of types of reports, contents of reports, and clearance requirements. Additional instructions for typing legislative reports are contained in Part III, Chapter 2, of the Government Correspondence Manual.

B Format. For format of the usual legislative report, see Exhibit 1, 6 AR 420.

C Supplementary Guidelines. The following guidelines should be observed when preparing legislative reports, in addition to the information contained in the Department's regulations.

1 Categorical Statements on Matters of Opinion. Avoid categorical statements on points which are only matters of opinion.

2 Statement of the Bureau of the Budget's Advice. Include as the last paragraph in each legislative report, one of the following paragraphs (depending on the nature of the report) on clearance by the Bureau of the Budget. In most cases, the first paragraph will be used.

a "The Bureau of the Budget advises that there is no objection to the presentation of this report^{1/} from the standpoint of the Administration's program."

b "The Bureau of the Budget advises that the enactment of this proposed legislation would be consistent with the Administration's objectives."

^{1/} For proposals being initiated by the division or staff office, say "proposed legislation" instead of "report."

(III C 2)

c "The Bureau of the Budget advises that the enactment of this proposed legislation would be in accord with the President's program."

3 Check for Errors. Check each legislative report closely for typographical and other errors.

IV SUBMISSION OF REPORTS

Divisions and staff offices shall submit reports to the Special Assistant to the Administrator in accordance with the time schedules contained in 6 AR, Chapter 7.

A Requirements for Copies.

1 The required number and the distribution of copies are shown in attached Exhibits as follows:

a Exhibit A - Copies To Be Typed for Legislative Reports (Other Than Enrolled Bills).

b Exhibit B - Copies To Be Typed for Reports on Enrolled Bills and Resolutions.

2 Be sure that all copies are legible and that no author-stenographer notations appear on copies that will leave the Department.

B Assembly. Assemble the legislative report as explained in the Exhibits to 6 AR, Chapter 7.

C Control Jacket. Information on the jacket to be used as a control and routing sheet for legislative reports is contained in Part I(a) of the Department's supplement to the Government Correspondence Manual.

V TRANSMITTAL LETTER

The Department's Office of Budget and Finance normally will prepare a form letter to transmit the proposed report to the Bureau of the Budget

(v)

for clearance. However, where the transmittal letter is to contain special information, the office preparing the report should also prepare the transmittal letter.

VI ADDITIONAL REQUIREMENTS

A When initiating legislative proposals for consideration by the Congress, accompany the proposal with a draft of a letter to the Speaker of the House and to the President of the Senate.

B When reporting on enrolled bills (such reports are referred to in 6 AR 440 as "agency views letters") observe the following:

1 If the issuance of a statement by the President at the time he signs a bill is to be recommended, submit a draft of the statement with the enrolled-bill report.

2 When necessary, prepare a separate "proposed veto message" as required by 6 AR 440.

VII INQUIRIES

Requests for assistance on legislative reports should be directed to Mr. Nathan Koenig, Special Assistant to the Administrator.



S. R. Smith
Administrator

Attachments

Copies To Be Typed for Legislative Reports
(Other Than Enrolled Bills)

<u>Submit to Special Assistant to the Administrator:</u>	<u>Use of Copies</u>
Original and 2 white manifold letterhead courtesy copies	Addressee (Chairmen of Senate and House Committees)
5 white manifold letterhead copies	Bureau of the Budget ^{1/}
1 salmon and 2 white	Secretary's Records Section
1 blue	Special Assistant to the Administrator
1 yellow (marked in upper right corner for return to division or staff office)	Conformed by the Secretary's Records Section; then used (1) by the Secretary's Records Section to notify originating office of the date report is forwarded to addressee, and (2) by the division or staff office as the record copy (usually in a central file).
1 pink	Conformed by the Secretary's Records Section; then returned to the originating office with the yellow copy.
<u>Retain in Preparing Office:</u>	
1 white	Control record (dispose after return of yellow and pink).
Other whites	As needed by preparing office

^{1/} The Department uses 4 copies to obtain clearance of the Bureau of the Budget; holds one copy and sends it to the Bureau of the Budget after the report is sent to Congress.

Copies To Be Typed for
Reports on Enrolled Bills and Resolutions

Required by the Bureau of the Budget after the legislative proposal has been passed by Congress and is ready for Presidential action.

Submit to Special Assistant to the Administrator: Use of Copies

Original and 2 white manifold
letterhead courtesy copies

Director, Bureau of the Budget

1 salmon and 1 white

Secretary's Records Section

1 blue

Special Assistant to the
Administrator

1 yellow (marked in upper right
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Other whites

As needed by preparing office.

ACTION BY: Administrator's Staff and Division Directors

Legislative Reporting -
Clearance of Legislative Proposals

I PURPOSE

This Auxiliary to AMS Instruction 115-1 contains requirements concerning clearance of legislative proposals.

II CLEARANCE IN AMS

A Clearance Requirement. Divisions and offices shall clear with the Administrator's Office all plans they have now, or may hereafter develop, for recommending changes in existing legislation, or for making other legislative proposals, before they initiate discussions with State agencies, other Government agencies, trade organizations, individuals, etc. Such clearance shall be obtained with the appropriate member of the Administrator's Staff in accordance with established lines of reporting.

B Necessity for Clearance. Prior clearance is necessary so that the Administrator's Office may (1) coordinate proposals that may be closely related, but have different sources of origin; and (2) lend its support and assistance in the furtherance of the agreed-upon action. (It is recognized that discussions with other agencies, organizations, individuals, etc., may be necessary to decide whether changes thought desirable are practicable or otherwise in order. However, this advance top-level clearance of the plan (while in its very earliest stages) is essential to effective administration of our multifunctional agency and to our multifarious cooperative relationships.

(over)

AMS INSTRUCTION 115-1

Rev. 1

Aux. 1

III CLEARANCE AND CONSULTATION OUTSIDE AMS

Requirements concerning clearance outside AMS of our legislative proposals, including consultations on such proposals with other agencies within and outside the Department, are contained in 6AR, Chapter 7. Such requirements should be reviewed periodically to insure full compliance.

A handwritten signature in dark ink, appearing to read "S. R. Smith". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

S. R. Smith
Administrator

ACTION BY: Division Directors and Staff Officers

**Testimony Before Congressional Committees
and Consultation With Members of Congress**

This Instruction implements Department regulations (6 AR 444) in regard to testimony on proposed legislation, including consultation with Members of Congress.

Information in this Instruction was formerly contained in AMS Instruction 404-1. In order to relate and facilitate the use of instructions issued by AMS on legislative reporting, Instruction 404-1 is being replaced by this Instruction issued in the 100 series.

Principal changes are to:

- 1 Increase requirement for copies of testimony on legislative proposals from 8 to 12,
- 2 Provide for submission of proposed testimony through the Legislative Reference Officer, and
- 3 Include additional information on responsibility for preparation.

Changes are not indicated by asterisks because of the general nature of the revision.

Remove from the manual AMS Instruction 404-1, dated 3-3-54.

I GENERAL

Because of the important relationship of legislation to the responsibilities of the Department, its regulations require that the Secretary's Office be informed when Department personnel are to testify before congressional committees (other than hearings on budget estimates), or are to consult with Members of Congress. In AMS, the Legislative Reference Officer serves as liaison with the Department in such matters.

II AMS REQUIREMENTS

A Informing the Legislative Reference Officer. When a representative of AMS is to testify before congressional committees on policy or other important matters concerning the Department or is to consult with Members of Congress on such matters, he shall inform the AMS Legislative Reference Officer promptly by telephone. This will make it possible for the Administrative Assistant Secretary to be informed in accordance with Department requirements.

B Submitting Prepared Statements. When a prepared statement is to be used in testifying before a congressional committee, 12 copies of the proposed testimony shall be submitted through the AMS Legislative Reference Officer to the Division of Legislative Reporting, Office of Budget and Finance. These copies should be submitted in time for advance review by the Secretary. If possible, they should be furnished at least one week before the hearing. If time does not permit advance review, the copies should be furnished, as soon as possible, for informational purposes.

III PREPARATION OF TESTIMONY TO BE GIVEN BY MEMBER OF SECRETARY'S OFFICE

If the testimony is to be given by a member of the Secretary's Office, it is the responsibility of the agency primarily concerned to furnish the required copies. Material prepared in AMS should be submitted through the AMS Legislative Reference Officer to the witness for his preliminary review before the copies are sent to the Division of Legislative Reporting.

O. V. Wells

O. V. Wells
Administrator

ACTION BY: Administrator's Staff and Division Directors

**Testimony Before Congressional Committees
and Consultation With Members of Congress**

I PURPOSE

This Instruction implements Department regulations (6 AR 444) in regard to testimony on proposed legislation, including consultation with Members of Congress. Because of the important relationship of legislation to the responsibilities of the Department, its regulations require that the Secretary's Office be informed when Department personnel are to testify before congressional committees (other than hearings on budget estimates), or are to consult with Members of Congress. In AMS, the Special Assistant to the Administrator serves as liaison with the Department in such matters.

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Administrator

ACTION BY: Division Directors and Staff Officers

Clearance Requirements for Use of Radioactive
Materials and Radiation Equipment

I PURPOSE

This Instruction sets forth (1) clearance requirements which must be met before work involving the use of radioactive material may be initiated, and (2) rules to be followed in the handling and use of radioactive materials and radiation equipment to insure adequate employee safety.

II RADIOISOTOPES COMMITTEE

The expanding use of radioactive materials and radiation equipment in Department activities, especially research, requires additional emphasis and control to insure adequate employee safety. Accordingly a Radioisotopes Committee has been established in the Agricultural Research Service with responsibility for hazard control and health and safety procedures applicable to USDA employees working with radioisotopes and other sources of potential radiation hazards. AMS is represented on this committee. The AMS representative, in addition to performing regular committee assignments, serves in a liaison capacity between AMS and the Committee on matters of radiation and radiation hazard. All questions of a technical nature or those pertaining to the requirements of this Instruction should be directed to the AMS representative.

III CLEARANCE OF MATERIAL AND EQUIPMENT

A Division and Staff Offices

1 Radioisotopes. Divisions and offices planning to undertake work involving the use of radioisotopes in any way shall submit a complete statement covering the proposed work for review and clearance by the Radioisotopes Committee. This statement shall conform to Section II, paragraph A 1 through 5 of attached ARS Administrative Memorandum No. 108.6, except for its routing which shall be through the AMS representative on the Radioisotopes Committee. The request for purchase of radioisotopes shall not be submitted to the Area Administrative Division until the necessary notice of approval has been received from the committee.

(III A)

2 Radiation Equipment. Divisions and offices contemplating the use of radiation equipment shall, at the time the request for purchase is submitted to the Area Administrative Division, submit through the AMS representative a statement describing the equipment and its intended use for review by the Radioisotopes Committee.

B AMS Representative on Radioisotopes Committee. Divisions and offices will be notified by the AMS representative of the results of the Radioisotopes Committee review and/or clearance including where necessary the precautionary steps which must be taken in using the materials or equipment involved.

C Area Administrative Divisions. Area Administrative (AA) Divisions shall issue purchase orders for radioisotopes only when the incoming request is accompanied by the necessary notice of approval.

IV RULES FOR USE OF RADIOISOTOPES AND RADIATION EQUIPMENT

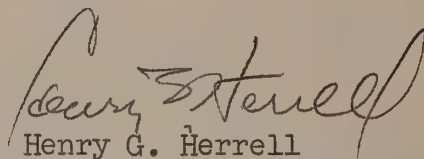
To hold the hazards of exposure and contamination to a safe minimum, AMS employees who may have occasion to work with such equipment or materials shall be governed strictly by:

A The rules for use contained in Sections III through VII of ARS Administrative Memorandum No. 108.6, and

B Rules, practices, and precautionary measures as prescribed by the Radioisotopes Committee covering specific equipment, instruments or machines.

V INFORMING EMPLOYEES

Division directors and staff officers shall bring to the attention of all applicable employees the provision of this Instruction and attachments. Additional copies of these issuances may be obtained from the Procedures and Forms Branch, Administrative Services Division.



Henry G. Herrell
Assistant Administrator for Management

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Service
Washington 25, D. C.

12/15/55

ADMINISTRATIVE MEMORANDUM NO. 108.6
Supplement No. 3

To: All ARS Divisions and Branches and Other USDA Agencies
Conducting Research

From: B. T. Shaw, Administrator

Subject: Application for Use of Radioisotopes

I PURPOSE

In accordance with Section II of AM 108.6 this supplement outlines the procedures to be followed to obtain authorization of the Radioisotopes Committee for procurement of radioactive materials and states the rules governing the use of radioactive materials in the department of Agriculture.

AM 108.6 Supplement 3 (9/9/54) and AM 108.6 Supplement 4 (9/23/54) are hereby cancelled.

II. PREPARATION FOR APPLICATION

A Form of Application. Any branch or agency planning to undertake a research project utilizing radioisotopes in any way must prepare and submit to the Radiological Safety Officer (RSO) a statement containing the following information.

1 A brief statement of the objective of the experiment together with the reason for or anticipated contribution from the use of radioisotopes.

2 A description of the facilities available; this should include details of the laboratory to be used, the equipment for the experiments, the greenhouse or field facilities; the equipment for monitoring, survey and assay, and facilities for storage, handling and waste disposal.

3 A description of the plan of work, including laboratory, greenhouse, field and assay procedures to be used.

4 A statement of the qualifications of the personnel involved including the identity of the individual who is to assume responsibility for health and hazard control.

5 An estimate of the amount of radioelement required, the desired chemical form and delivery schedule.

This information may be submitted in the form of a letter or memorandum or by the use of a single copy of form AEC-313, 313a. Copies of this form may be obtained from the RSO.

B Routing. The statement described above will be forwarded through the usual administrative channels to the RSO who will request Committee approval and/or comment when necessary. Time may be saved if the application is accompanied by the purchase order for radioactive material, if possible, or by the requisition to be forwarded to the appropriate Regional Business Office.

C Notice of Action. Notification of action under B will be sent directly to the proposed user, with a copy to branch or agency.

D Purchase Order. The original (supplier copy) and two copies of the purchase order will be submitted direct to the RSO by the Business Office which normally issues the purchase orders for the unit requisitioning the radioactive material. Where the supplier is not an AEC contractor, the order forms customarily used by the procurement office involved may be used. In the case of procurement from the Oak Ridge National Laboratory or other AEC contractor, it will be necessary (AEC requirement) to furnish two copies of form AEC-375, Radioisotope Order Blank, signed by the appropriate officer as the "Supplier copy," as well as the two copies for Committee and user (these last two copies may be on the standard procurement form ordinarily used).

E User Copy. Copies of purchase order, receipt form, monitoring schedule and report, and waste disposal record will be sent direct to users by the RSO.

F Subsequent Applications. Subsequent applications for the same isotope for use in an approved project will consist of the purchase order only.

III. RULES FOR USE OF RADIOISOTOPES

A INTRODUCTION

It is not the intent of these rules or other Radioisotopes Committee action to hinder efficient performance of the work. Rather it is to emphasize the responsibility of each individual to do his part toward the protection of individuals and the Department through maintaining satisfactory working conditions.

1 Restrictions. Any restrictions imposed by the Committee or the Radiological Safety Officer (RSO) are for the purpose of maintaining at a minimum the hazards of exposure and contamination, which are real and appreciated by the worker. There is an equally real, though often unappreciated, legal risk associated with the presence of radioactive materials on Department premises and the requirements for restriction of access, monitoring records, etc., are for the purpose of minimizing this risk.

2 Safety. Safety in a laboratory using radioisotopes requires vigorous and careful observance of normal laboratory safety requirements, their common-sense extension to fit the special case of radioactivity, and the further important requirement that each individual be competent and responsible.

B GENERAL

1 Receipt of Materials. Receipt of all radioactive materials, regardless of source, must be reported to the RSO on Form ADM-2 within two days after each shipment is opened. All incoming shipments will be consigned to individuals designated by the Committee.

2 Reports. Reports of monitoring, survey, exposure, medical examination, and blood counts will be submitted to the RSO as scheduled at time of initiation of the work. These schedules may be modified by authorization of the RSO.

C Changes in Work Plan. Proposed changes in the plan of work involving use of radioisotopes, e.g. total and/or specific activity, location, etc., which might affect the established safety measures must be submitted to the Committee.

D Transfers or Exchanges. Transfer or exchange of radioisotopes or labeled materials between any Department employees working under projects approved by the Committee must be reported immediately to the RSO giving complete information on the projects, isotope and quantity involved.

E Rules for Special Projects. Specific rules and regulations for each application, if required, will be determined when the work is initiated. This, for field locations, may require a visit by the RSO at the start of work. Subsequent inspections will be made as required.

F Employee Statement. Employees whose work in cooperation with other agencies requires their participation in projects using radioisotopes are required to have Committee approval for such work. This will require a signed statement from the employee

acknowledging receipt of these rules and intent to comply as well as a statement of the extent of the worker's participation, the rules, safety measures and exposure records required by the supervising agency. Further, employees working in the facilities or under the supervision of another agency must submit as a part of their application for Committee approval evidence of the endorsement or approval of the proposed work by appropriate authority of the institution involved.

IV RULES AFFECTING PERSONNEL

A Maximum Exposure. The maximum permissible exposures recommended by the Atomic Energy Commission (AEC) will be rigidly adhered to. Any over-exposure will be reported at once to the supervisor and the RSO. At present the maximum permissible exposure is 300 mrep per week in general, 1,000 mrep for the hands.

Note: For a 40-hour week the continuous hourly rate is 7.5 mrep.

B Exposure Measuring Devices. Personnel will wear film meters and/or other exposure measuring devices as directed by the RSO.

C Body Protection. Personnel will wear protective clothing, gloves, masks, respirators, etc., as directed by the RSO.

D Handling of Food. No food is to be stored, prepared or eaten in areas in which radioisotopes are stored or used.

E Smoking. Smoking is restricted, i.e., no smoking in an intermediate or higher level area or, regardless of level, while handling active materials.

F Hands and Clothing. Hands are to be thoroughly washed before eating, smoking, or leaving work. Employees must acquire the habit of checking hands and clothing with a suitable monitor before eating or leaving work.

G Training of Personnel. Protective, cleaning and maintenance personnel must be indoctrinated as to the meaning of radiation warning signs and fully instructed as to safe practices in their work.

V LABORATORY RULES

A Pipettes. Direct pipetting of any radioactive solution by mouth is prohibited.

B Work Surfaces and Floors. Laboratory work surfaces and floors in laboratory and storage areas will be treated to decrease the retention of contamination. (Linoleum or asphalt tile is recommended.) Absorbent, waterproof-backed covering will be used on work surfaces where active solutions are handled.

C Trays. Suitable trays will be used where the contamination hazard requires.

D Hoods. Distillation or chemical digestion procedures involving active materials will be carried out in hoods.

E Contaminated Equipment. Laboratory equipment which cannot be decontaminated to a count less than 100 cpm (or 0.1 mrep) at 1" will be held and treated as waste.

F Contaminated Work Surfaces. Surfaces in the laboratory must be decontaminated if the count is as great as 100 cpm (0.1 mrep) at 1".

G Contaminated Clothing. Clothing must be decontaminated and monitored before entering usual laundry facilities.

H Radiation Warnings. All containers of radioactive materials, all laboratory setups, greenhouse experiments and field plots must be plainly marked with proper radiation warnings.

I Transportation Containers. Radioactive materials must be transported in containers which minimize the danger of breakage, spillage or exposure of personnel. Solutions shall be placed in double containers, e.g., volumetric flasks placed in breakers with absorbent liners.

J Contaminated Waste. All contaminated waste must be carefully segregated in labeled containers. The label must show isotope and quantity.

K Disposal of Waste. All waste disposal practices must conform with the requirements of the AEC and procedures will be agreed upon before the initiation of the work. All disposals must be reported to the RSO on Form ADM-3 at the completion of each experiment.

VI FIELD EXPERIMENT RULES

A AEC Approval. In order to use isotopes in field experiments it is necessary to submit through the Committee an application (Form AEC-313) to the Allocations Branch, AEC, together with the following information:

1 Population. A full description of the distribution of the human population and the livestock population in and near the experimental areas.

2 Watershed. A statement concerning the relationship of the experimental area to watersheds from which domestic water supplies are collected, together with a topographic map of the area if the proximity of such watersheds would constitute a hazard.

3 Geology. A description of the underground strata with reference to likelihood of movement of water and fixation of activity by mineral components.

4 Control. A statement regarding the degree of control which can and will be maintained over the experimental area.

B Committee Approval. In addition to the requirements of A above, the Committee will require assurance that the following will be complied with before field experiments are submitted to AEC for approval.

1 Control of Land. All experiments involving use of radioelements in plots or fields will be carried out on land under the immediate control of a Department agency except as noted below.

a Exception. If it is essential that land other than that owned or controlled by a Department agency be used, an "agreement," duly signed by adequate agency authority and landowner, and a definite description of the site must be forwarded to the Committee before the experiment is undertaken. A copy of such agreement is attached as Exhibit A, which may be used as a guide.

2 Control of Persons. Plans must be agreed upon for restricting access to and marking of plots in which the radioelement is used.

3 Monitoring Report. No experiments will be undertaken where conditions will not permit the worker to fully complete the monitoring report required.

4 Handling Crop and Waste. The crop and waste from the radioactive portions of the plot must be removed and stored or disposed of in accordance with procedures approved by the Committee before the experiment is begun.

VII REFERENCE MATERIAL

A General. Any authorization for the use of radioactive materials granted by AEC requires the user to comply with published rules and recommendations. The formal regulations issued to date by the AEC are to be found in 10 CFR 30 (as amended 1/15/54). In addition, there will be cases in which the users will also be subject to the rules and regulations of other agencies, i.e., the Post Office Department, Interstate Commerce Commission and the Food and Drug Administration.

"Survey and Monitoring of Radiation from Radioisotopes," Morgan, G. W., Nucleonics 4, 24-37, (1949) is available from the AEC and should be consulted by those responsible for safety measures and records.

B NCRP. The recommendations of the National Committee on Radiation Protection listed below are to be applied as far as possible in all application of radioisotopes. Copies are available from the RSO.

- 1 Handbook 42, Safe Handling of Radioisotopes
- 2 Handbook 48, Control and Removal of Radioactive Contamination in Laboratories
- 3 Handbook 49, Recommendations for Waste Disposal of P^{32} and I^{131} for Medical Users
- 4 Handbook 51, Radiological Monitoring Methods and Instruments

The first and last of these, at least, should be studied by all personnel working with radioisotopes.

Attachment

B. T. Shaw

UNITED STATES DEPARTMENT OF AGRICULTURE

(Agency)

AGREEMENT

For Testing Fertilizer Materials Containing Radioactive
Phosphorus to Determine Performance on Specific Soils

THIS AGREEMENT, made and entered into this day of , 19 ,
by and between ,
whose address is ,
hereinafter called the Grower, and the ,

hereinafter called the Agency,

W I T N E S S E T H :

WHEREAS, the Grower and the Agency are mutually concerned in
determining the performance of phosphorus fertilizers on specific soil
types; and

WHEREAS, it is the intention of the parties to this agreement
that such investigational work shall be for their benefit, and the
benefit of the people of the United States, and

WHEREAS, the Grower has available land, irrigation water, skilled
artisans, labor to handle experimental crops, and other facilities
used in the conduct of research, and

WHEREAS, the Grower is in position to furnish certain services and
facilities to the Agency in connection with the cooperative work.

NOW, THEREFORE, the parties do hereby agree as follows:

A The Grower agrees:

- 1 To furnish for the project approximately acres of land,
 irrigation water, labor, and all expenses involved in
 growing a crop of .
- 2 That he understands clearly that the fertilizer material
 to be used in the work contains radioactive phosphorus,
 and that he will follow the restrictions and precautions
 herein indicated.
- 3 That access to the plot of ground on which the fertilizer
 material furnished by the Agency is applied shall be
 restricted. As a minimum, such restriction shall consist
 of a one-strand fence of wire or rope on stakes with one
 or more signs to be furnished by the Agency on each side

of the plot warning against entering. The plot shall be barred to visitors except representatives of the Agency. No employee of the grower nor any member of his household shall spend any time in this area not required by normal farm practices, such as cultivation, and no one except representatives of the Agency will be allowed to handle any soil or plant material from this plot.

B The Agency agrees:

- 1 To furnish and apply fertilizer material to the area used in the test.
- 2 That the amount of radioactivity used in the fertilizer material it furnishes will not constitute a hazard in carrying out customary farm operations, if precautions outlined above are followed.
- 3 To use approved methods of handling active materials to prevent any injury to persons or damage to property.

C It is mutually agreed:

- 1 That the crop from the area on which radioactive materials are used shall be the property of the Agency, and shall be removed by the Agency.
- 2 The Agency will jointly plan the work with the Grower, and will inspect the plantings as deemed necessary by its representatives.
- 3 The Agency and the Grower will mutually interchange such data as may be compiled, as desired.
- 4 In consideration of the costs involved in the cooperation outlined above. The Grower will be paid by the Agency the sum of \$, which will be the total liability for the crop season beginning approximately and ending approximately .

The amount due will be paid as follows:

One-half on or after June 1, 19 , upon the determination of the Agency that the crop is half-grown.

One-half after crop is harvested.

- 5 In connection with the performance of work under this agreement, the Grower agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The aforesaid provision shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grower agrees to post hereafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the Agricultural Research Service setting forth the provisions of the non-discrimination clause. The Grower further agrees to insert the foregoing provision in sub-agreements hereunder, except agreements for standard commercial supplies or raw materials.
- 6 This agreement shall not be assigned in whole or in part; no member of, or delegate to Congress or resident commissioner, after his election or appointment, and either before or after he has qualified and during his continuance in office, and no officer, agent or employee of the Government shall be directly or indirectly admitted to any share or part of this contract or agreement or to any benefit to arise thereupon, and no convict labor shall be employed in carrying out any of the terms of this agreement in accordance with Executive Order signed May 18, 1965.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day, month and year first mentioned above.

Signature of Grower

Signature of Agency's Authorized
Representative

Original and 1 copy to Branch or Agency
1 copy to contracting party
1 copy to ARS Radiological Safety Officer

AMS, AGRICULTURAL ECONOMICS DIV
STATISTICAL AND HISTORICAL
2-20-54 RESEARCH BRANCH
AMS-12 AGRICULTURAL HISTORY SECTION

THESE DOCUMENTS ARE THE PROPERTY OF THE
U.S. GOVERNMENT AND ARE LOANED TO YOUR
OFFICE. THEY ARE TO BE RETURNED TO THE
OFFICE OF ORIGIN UPON REQUEST.

THIS DOCUMENT CONTAINS INFORMATION OF A
CONFIDENTIAL NATURE.

IT IS TO BE KEPT SECRET AND NOT DISCLOSED
TO ANY OTHER PERSON OR ORGANIZATION.

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TO ANY OTHER PERSON OR ORGANIZATION.

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TO ANY OTHER PERSON OR ORGANIZATION.

ACTION BY: Divisions and Offices Concerned

Use and Procurement of Radioactive Materials and Radiation Equipment

I PURPOSE

This Instruction outlines prior approval requirements and procurement procedures for the use of radioactive materials and radiation equipment.

II DEFINITIONS

A Radioactive material means radioisotopes, fast neutron sources (e.g., moisture meters), any other source, whether sealed or unsealed, which naturally or as a result of artificial inducement spontaneously emits radioactive particles and/or rays, and any device incorporating such a source.

B Radiation equipment means electron microscopes, and X-ray and other equipment or instruments capable of creating radiation hazards.

III GENERAL

Radioactive material and radiation equipment are sources of radiation hazard. Their use in Department activities, especially research, requires emphasis and control to minimize the risks of exposure or contamination and to insure adequate employee safety. Accordingly, certain prior approval requirements, as outlined in this Instruction, must be observed by divisions and offices planning to undertake work involving the use of such materials and equipment.

IV RADIOLOGICAL SAFETY COMMITTEE

A Radiological Safety Committee, established in the Agricultural Research Service, is responsible for hazard control and health and safety procedures applicable to USDA employees working with radioisotopes and other sources of potential radiation hazards. AMS is represented on this Committee by the Director, Market Quality Research

(IV)

(MQ) Division. In addition to performing regular committee assignments, the AMS representative serves in a liaison capacity between AMS and the Committee on matters of radiation and radiation hazards. All questions of a technical nature or those pertaining to the requirements of this Instruction should be directed to him.

V RADIOLOGICAL SAFETY OFFICER

A Radiological Safety Officer is a member of the Radiological Safety Committee and serves as contact with Department agencies on all matters requiring Committee approval. His mailing address is:

Radiological Safety Officer
Office of the Administrator
Agricultural Research Service
U. S. Department of Agriculture
Plant Industry Station
Beltsville, Maryland

VI APPROVAL FOR USE OF MATERIALS AND EQUIPMENT

A When Required.

1 Prior approval must be obtained from the Radiological Safety Committee for the use of radioactive materials and/or radiation equipment. Instruments used or which could be used for the following purposes are included. (This listing is not all-inclusive but identifies some of the types which involve the use of radioactive material and/or radiation equipment.)

- a . X-ray diffraction
- b X-ray fluorescence analysis
- c X-ray radiography
- d X-ray therapy
- e Electron microscopy

(VI A 1)

- f Gas chromatography
- g Moisture determination by neutron moderation (RaBe or other neutron sources)
- h Density or thickness determination--utilizing radiation other than visible or ultra-violet absorption or scattering
- i Soil density measurements by gamma ray absorption or scattering
- j Sedimentation or total sediment by gamma ray absorption or scattering

2 Prior approval must also be obtained from the Committee for the use of any sealed source of alpha, beta, or gamma radiation other than those generally furnished by manufacturers of counting equipment as standards for radioactive assay. This includes Co-60 sources issued by the Office of Civil and Defense Mobilization or the Office of Civil Defense, Department of Defense, for training purposes.

B Obtaining Approval.

1 Request for Approval. Divisions and offices planning to use radioactive materials and/or radiation equipment in any way shall:

a Prepare a statement containing the following information:

- (1) A brief statement of the objective of the undertaking together with the reason for or anticipated contribution from the use of such material and/or equipment.
- (2) A detailed description of the laboratory or other type of space to be used. (Where applicable, include a description of the equipment to be used

(VI B 1 a (2))

for monitoring, survey, and assay, and facilities for storage, handling, and waste disposal.)

(3) A description of the plan of work including assay procedures to be used if applicable.

(4) A statement of the qualifications of the personnel involved including the identity of the individual who is to assume responsibility for health and hazard control.

(5) Where a radioelement is to be used, an estimate of the amount required, the desired chemical form, and delivery schedule.

b Forward the statement to the Director, MQ Division. (He forwards the statement to the Radiological Safety Committee for review.)

2 Notice of Action by the Committee. The Director, MQ Division, will notify the division or office concerned of the action of the Radiological Safety Committee on the request for approval of use of radioactive material and/or radiation equipment. If approved, the notice of action will include a Committee identification number (referred to as "notice of action" number) for use in procuring the material or equipment (see Section VII). The notice of action should be retained by the division or office to support the initiation of procurement action.

VII PROCUREMENT

A Action by Requisitioning Division or Office.

1 Identification. Divisions and offices shall identify radioactive materials and radiation equipment to be procured. An introductory statement, such as the following, on Form AMS-214, Requisition for Supplies, Equipment, or Services, will suffice. "The items listed below are radioactive materials and/or radiation equipment."

(VII A)

2 Notice of Action Number. The requisition should cite the applicable notice of action number.

3 Routing of Requisitions. Forward requisitions for radioactive materials and radiation equipment to the Director, MQ Division, for clearance. (He forwards the cleared requisition to the appropriate Area Administrative (AA) Division.) The initial requisition may be forwarded to the Director, MQ Division, with the statement requesting Radiological Safety Committee approval for use.

4 Free Materials or Equipment. Approval of the Radiological Safety Officer must be obtained (through the Director, MQ Division) where materials or equipment are to be furnished free. The request for approval should identify the element, the quantity of material, and the source.

B Action by AA Divisions. Upon receipt of approved requisitions from the Director, MQ Division, AA Divisions shall prepare Form AD-38, Purchase Order, showing the notice of action number on the order.

1 If procurement is to be from a non-AEC contractor, forward the original and two copies to the Radiological Safety Officer and one copy to the Director, MQ Division. (The Radiological Safety Officer will notify the requisitioning division or office when the purchase order is released to the supplier.)

2 If procurement is to be from the Oak Ridge National Laboratory or other AEC contractor, forward the original and one copy of AD-38 and the original of Form AEC-375, Radioisotope Order Blank, to the Radiological Safety Officer for release to the supplier. Send one copy of AD-38 to the Director, MQ Division. This must be done even for amounts usually referred to as "generally licensed" or "exempt."

VIII RULES FOR USE OF RADIOACTIVE MATERIALS AND RADIATION EQUIPMENT

A Use by Authorized Individuals. Radioactive material and radiation equipment shall be used only by authorized individuals for the purposes approved by the Radiological Safety Committee. The

(VIII A)

Committee will provide rules for the use of materials and equipment with the notice of approval for their use. AMS employees who work with such materials or equipment shall be governed strictly by the rules, practices, and precautionary measures prescribed by the Committee.

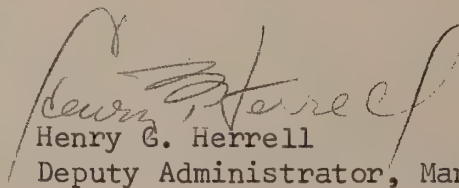
B Where Use Is Authorized. Radioactive material and radiation equipment approved by the Radiological Safety Committee may be used on land or in buildings owned by or under the immediate control of AMS. They may be used on land or in buildings not owned by or under the immediate control of AMS provided an appropriate prior agreement is concluded by AMS and the owner. The AA Divisions will be responsible for obtaining such agreements when needed. (The agreement forms may be obtained from the Director, MQ Division.)

IX COOPERATIVE WORK PROJECTS

The participation of AMS employees in cooperative work projects involving the use of radioactive material or radiation equipment under the supervision of other than a Department agency must have prior approval by the Director, MQ Division.

X DISPOSITION OF RADIOACTIVE MATERIALS AND RADIATION EQUIPMENT

Transfer, exchange, or other disposition of radioactive material and/or radiation equipment to other than organizational units or individuals to which originally consigned shall not be made without prior approval of the Director, MQ Division. In addition, approval of the Administrative Services Division or appropriate AA Division must be obtained for the transfer, exchange, or other disposition of capitalized property.


Henry G. Herrell
Deputy Administrator, Management

ACTION BY: Division Directors and Staff Officers

**Use of Radioactive Materials
and Radiation Equipment**

REVISED MATERIAL

Increased emphasis is given to obtaining approval of the Radiological Safety Committee before acquiring radioactive materials or radiation equipment.

The attachment to AMS Instruction 116-1 was canceled by and is being replaced with ARS Administrative Memorandum 124-1, Radiological Safety, and changes are made in the AMS Instruction to accord with the revised ARS Memorandum. All changes are indicated by asterisks.

Division directors and staff officers should see that the provisions of this Instruction and attachment are brought to the attention of all applicable employees. Additional copies may be obtained from the Management Analysis Division.

Remove from the manual AMS Instruction 116-1, dated October 21, 1957.

I *-RADIOLOGICAL SAFETY-* COMMITTEE

The expanding use of radioactive materials and radiation equipment in Department activities, especially research, requires additional emphasis and control to insure adequate employee safety. A *-Radiological Safety-* Committee, established in the Agricultural Research Service, is responsible for hazard control and health and safety procedures applicable to USDA employees working with radioisotopes and other sources of potential radiation hazards. AMS is represented on this Committee. The AMS representative (Mr. W. T. Pentzer), in addition to performing regular Committee assignments, serves in a liaison capacity between AMS and the Committee on matters of radiation and radiation hazards. All questions of a technical nature or those pertaining to the requirements of this Instruction should be directed to the AMS representative.

II CLEARANCE FOR USE OF MATERIALS AND EQUIPMENT

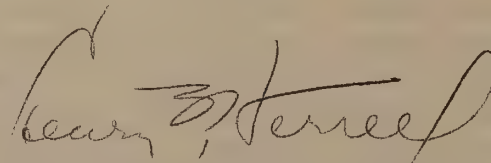
A Divisions and staff offices planning to undertake work involving the use of *-radioactive materials and/or radiation equipment-* in any way shall submit a complete statement covering the proposed work for review by the *-Radiological Safety-* Committee. This statement shall conform to Section *-VII A of attached ARS Administrative Memorandum 124.1, -* except for its routing which shall be through the AMS representative on the Committee. *-No radioactive materials and/or radiation equipment may be acquired by any means until the necessary notice of approval has been received from the Committee. A copy of the approval should be submitted to the Area Administrative (AA) Division with the requisition to purchase such material or equipment. If procurement is by research contract, a copy of the approval should be forwarded to the Administrative Services Division when such contract is submitted for preliminary approval.-*

B The AMS representative on the *-Radiological Safety-* Committee will notify divisions and staff offices of the results of the Committee's review * * *.

C AA Divisions will issue purchase orders for *-radioactive materials and/or radiation equipment only upon notification of the Committee's approval. Any requisition for material or equipment as described in Section II, Definitions, of the attachment (or that seems to be of the type described), which is not accompanied by the Committee's approval shall be called to the attention of the program division director for appropriate action.-*

III RULES FOR USE OF MATERIALS AND EQUIPMENT

To hold the hazards of exposure and contamination to a safe minimum, AMS employees who may have occasion to work with *-radioactive materials or radiation equipment shall be governed strictly by the rules, practices, and precautionary measures prescribed by the Radiological Safety Committee. Such rules will be furnished by the Committee with the notice of approval for use of the materials and/or equipment.-*



Henry G. Herrell
Assistant Administrator for Management

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Service
Washington 25, D. C.

11/4/58

ADMINISTRATIVE MEMORANDUM 124.1

To: All Divisions, Regional Business Offices and Field Stations
From: B. T. Shaw, Administrator
Subject: Radiological Safety

I PURPOSE

This AM outlines functions of the Radiological Safety Committee and the Radiological Safety Officer (See AM 108.6, 10/17/58) and sets forth prior approval requirements and procedure to be followed with respect to the acquisition, use and disposition of radioactive material and radiation equipment.

AM 108.6 Supp 2 (9/9/54), Functions of Radioisotopes Committee, and AM 108.6 Supp 3 (12/15/55), Application for Use of Radioisotopes, are hereby cancelled.

II DEFINITIONS

A Radioactive Material. Radioisotopes, fast neutron sources (e.g. moisture meters), any other source, whether sealed or unsealed, which naturally or as a result of artificial inducement spontaneously emits radioactive particles and/or rays, and any device incorporating such a source.

B Radiation Equipment. Electron microscopes, x-ray and such other equipment and instruments which are capable of creating radiation hazards.

C Committee. The Radiological Safety Committee.

III GENERAL

Radioactive material and radiation equipment are sources of radiation hazard. It is therefore essential to the protection of personnel and of the Department that their use be effectively controlled to minimize the risks of exposure and/or contamination. The Agricultural Research

Service is assigned responsibility for all administrative functions on behalf of the Secretary relating to radiological safety within the Department. A Radiological Safety Committee has been established to be responsible for such rules, instructions and other measures as are necessary to the administration of radiological safety functions within the Department. This Committee is responsible to the Administrator.

IV RADIOLOGICAL SAFETY COMMITTEE

A Functions

1 Review requests for approval to use radioactive material and radiation equipment and approve or disapprove such requests from the standpoint of radiological safety.

2 Prescribe general rules, procedures, facility and equipment requirements for the safe use of radioactive material and radiation equipment, including such special conditions as physical examinations, training, disposal of radioactive waste material, etc.

3 Review, prior to issuance, such instructions concerning radiological safety as are prepared by agencies of the Department.

4 Review reports of the Radiological Safety Officer, including reports of inspections made, and make such recommendations thereon as may be necessary to the Administrator, heads of other Department agencies, or other officials.

5 Provide advice and assistance on radiological safety to agencies using or contemplating the use of radioactive material and/or radiation equipment.

V RADIOLOGICAL SAFETY OFFICER

A Functions

1 Serve as contact with Department agencies on all matters requiring approval of the Committee and provide information and instructions relative to requirements for such approval.

2 Within the framework of general rules, regulations and procedures established by the Committee, prescribe specific radiological safety measures, rules and procedures as necessary for various uses of radioactive material and radiation equipment including radiation monitoring and reporting schedules.

3 Maintain records of the purchase, receipt, use, transfer

and disposal of radioactive material; the location and use of radiation equipment; requests for approval to use radioactive material and radiation equipment and Committee action thereon; and other communications, transactions and reports pertaining to the use of radioactive material and radiation equipment.

4 Conduct regular safety inspections of radiation equipment and of means, methods and facilities for handling, use, storage and disposal of radioactive material and radiation equipment.

5 Prepare such reports to the Committee and the Atomic Energy Commission as required.

6 Maintain close liaison with agency safety officials.

7 Provide advice and assistance on radiological safety problems to agencies using or contemplating the use of radioactive material and/or radiation equipment.

VI PRIOR APPROVAL REQUIREMENTS

A Acquisition. The acquisition of radioactive material and/or radiation equipment by procurement or any other means is prohibited without prior approval of the Committee.

B Use. Radioactive material and radiation equipment shall be used only by authorized individuals for the purposes approved and in accordance with the rules and procedures prescribed by the Committee and/or Radiological Safety Officer. All experiments or other activities conducted in the open field, as opposed to those carried out within a laboratory or other housing facility, shall be carried out on land owned by or under the immediate control of ARS, except that land other than that owned or controlled by ARS may be used provided an appropriate agreement as specified by the Committee is concluded by ARS and the landowner.

C Disposition. Transfer, exchange or other disposition of radioactive material and/or radiation equipment to other than organizational units and/or individuals to which originally consigned shall not be made without prior approval of the Committee.

D Cooperative Work Projects. Where cooperative work projects involving the use of radioactive material and/or radiation equipment are carried out under the supervision of other than a Department agency, no employee of ARS may participate in the work of such projects without prior approval of the Committee.

VII

REQUESTS FOR APPROVAL

A Contents. Any division planning to undertake work involving the use of radioactive material and/or radiation equipment in any way must prepare and submit to the Radiological Safety Officer (RSO) a memorandum containing the following information.

1 A brief statement of the objective of the undertaking together with the reason for or anticipated contribution from the use of such material and/or equipment.

2 A description of the facilities to be used including details of laboratory, greenhouse and/or field facilities and equipment; where applicable, include description of the equipment to be used for monitoring, survey and assay, and facilities for storage, handling and waste disposal.

3 A description of the plan of work including assay procedures to be used if applicable.

4 A statement of the qualifications of the personnel involved including the identity of the individual who is to assume responsibility for health and hazard control.

5 Where a radioelement is to be used, an estimate of the amount required, the desired chemical form and delivery schedule.

B Follow-up. The RSO will contact the requesting office if additional information is needed or to explain specific requirements necessary to be satisfied prior to action by the Committee. Following this, the RSO will request Committee action.

C Notice of Action. Notification of action by the Committee will be by memorandum to the Division concerned. This notice will be used by the Division as authority, from the standpoint of radiological safety, to take procurement action. Notices will include special instructions and forms as necessary to effect acquisition of material and/or equipment.

VIII

RULES FOR USE OF RADIOACTIVE MATERIAL AND/OR RADIATION EQUIPMENT

Concurrent with the notice of approval sent to a Division, the RSO will forward directly to the proposed user all necessary rules and procedure that must be adhered to in using the particular radioactive material and/or radiation equipment.

B. T. Shaw

*ACTION BY: Marketing Services Divisions, and the
Commodity Distribution, Information, Budget
and Finance, and Administrative Services Divisions*

**Operating Policy and Procedure –
Section 6 and Section 32 Program Dockets**

I PURPOSE

This Instruction:

A Contains the policy and general operating procedure with respect to Section 6 (National School Lunch), Section 32 (Removal of Surplus Agricultural Commodities), and related program dockets; and

B Assigns responsibilities for the initiation, review, clearance, approval, and safeguarding of such dockets.

The basic functions and responsibilities for the direction, coordination, and administration of the programs covered by these dockets are assigned in C&MS Instruction 100-1, C&MS Organization, Functions, and Delegations of Authority.

II POLICY AND GENERAL OPERATING PROCEDURE

A Memorandum of Understanding. Wherever practicable, C&MS divisions shall use the procurement, handling, payment, and related services of the Agricultural Stabilization and Conservation Service (ASCS) in carrying out approved Section 6 and Section 32 programs. The policy and procedure for effecting this joint arrangement are contained in a memorandum of understanding, effective 7-1-60.

B Docket Approval. Each Section 6 and Section 32 docket is subject to the approval of the Board of Directors of the Commodity Credit Corporation (referred to herein as CCC Board) and the Secretary of Agriculture. Approval by the Secretary establishes a policy and/or authorizes the carrying out of the program and commitment of funds. Programs and policies may not be announced or put into effect until such approval has been obtained.

III DEFINITION OF DOCKET

A docket is a group of documents which relate to the establishment of a program or policy.

IV INITIATING DOCKETS

C&MS divisions shall initiate proposed dockets in accord with their assigned program responsibilities. Proposals which primarily involve one Division shall be prepared by that Division. Proposals which involve more than one Division shall be prepared by the Division designated by the appropriate Deputy Administrator. (That is, the Deputy Administrator, Consumer Food Programs, for Section 6 program dockets; the Deputy Administrator, Marketing Services, for Section 32 program dockets.) See C&MS Instruction 101-2, Preparing and Processing Section 6 and Section 32 Program Dockets, for details on how to prepare, clear, and distribute dockets.

A Section 6 Docket Proposals. The Commodity Distribution (CD) Division shall prepare Section 6 docket proposals. This shall be done in cooperation with the Divisions responsible for the commodities involved.

B Section 32 Docket Proposals. The Division responsible for the commodity involved shall prepare Section 32 docket proposals. Proposals which involve distribution of commodities to nonprofit school-lunch programs or other eligible outlets shall be prepared in cooperation with the CD Division.

C Budgetary Docket Proposals. The Budget and Finance (BF) Division shall prepare, and clear with the appropriate program Division(s), docket proposals to modify (as a result of BF Division review of funds) previously approved dockets.

V CLEARANCE AND APPROVAL OF DOCKETS

The appropriate Deputy Administrator shall coordinate and expedite the review and clearance within C&MS of all proposed dockets. He shall obtain the approval of the Administrator on each docket before the docket may be scheduled for consideration by the CCC Board.

VI SAFEGUARDING DOCKETS AND DOCKET INFORMATION

All C&MS officials and employees having access to dockets and related material are responsible for safeguarding such dockets and material

(VI)

while in their custody. This applies during the preparation of the proposed docket, the approval processes, and as long after approval as the docket remains in an Administratively Confidential status.

A Acknowledgment of Responsibility for Docket Security.

1 Each C&MS employee concerned with the preparation or handling of dockets is required to sign Form CCC-131, Acknowledgment of Responsibility for Docket Security. This includes employees who perform clerical or stenographic duties.

2 Divisions having docket responsibilities shall:

a Give each employee who is concerned with dockets a copy of this Instruction.

b Have the employee sign an original and one copy of Form CCC-131. Send the original to the Administrative Services (AS) Division (Operations Branch). Give the copy to the employee.

c Notify the AS Division (Operations Branch), in writing, when such an employee ceases to be directly concerned with dockets.

3 The AS Division (Operations Branch) shall:

a Upon receipt of a signed Form CCC-131, record the name of the employee and send the form to the Secretary, CCC, for filing.

b Upon receipt of written notification that an employee is no longer directly concerned with dockets, delete employee's name from its records and send the notification to the Secretary, CCC.

B "Administratively Confidential" Nature of Dockets.

1 A docket is Administratively Confidential until such time as the information in it can no longer afford special advantages to any person. Proposed dockets are Administratively Confidential at all times.

(VI B 1)

Approved dockets are Administratively Confidential for the period specified in the docket. (See C&MS Instruction 101-2 for special wording requirements.)

2 A recommended time or date as of which the Administratively Confidential status of a docket may be terminated must be included in each docket. This Administratively Confidential status may be terminated only when termination is approved by the CCC Board. Approval of the docket constitutes approval of the termination date.

C Use of Combination-Locked File Cabinets. C&MS employees shall safeguard Administratively Confidential dockets and related material when not actually in use. To do this -

1 Keep proposed dockets and related material in combination-locked file cabinets, and-

2 Keep approved dockets and related material in combination-locked file cabinets as long as they are Administratively Confidential.

D Safeguards for Transmitting Dockets During Clearance. The initiating Division shall inform all persons consulted during the clearance process of the confidential nature of the proposal. Administratively Confidential dockets and related material may be transmitted by regular Department messengers provided they are contained in sealed envelopes marked ADMINISTRATIVELY CONFIDENTIAL.

VII AVAILABILITY OF DOCKET INFORMATION

A While Docket Is Administratively Confidential.

1 To Persons Directly Concerned. Administratively Confidential dockets are available only for administrative use in the Department to employees:

a Whose work makes them directly concerned with the docket, and

(VII A 1)

b Who have signed an acknowledgment (as prescribed in Section VI A above) indicating their awareness of their responsibility for safeguarding docket information.

2 To Other Persons.

a Generally, information required by program participants and the public is made available through press releases and/or by publication in the Federal Register. Except as stated in b below, documents in an Administratively Confidential docket are available to persons other than those directly concerned only:

- (1) Upon specific authorization by the CCC Board;
- (2) Upon written approval by the President, CCC; or
- (3) By the Secretary of Agriculture.

b Refer requests for copies of dockets through the appropriate Deputy Administrator to the Secretary, CCC, for handling.

c When it is necessary to refer to or use information in proposed or approved dockets in developing and planning programs in cooperation with agencies outside the Department, such information may be made available to such agencies only upon specific authorization by the appropriate Deputy Administrator.

B When Docket Is No Longer Administratively Confidential. The availability of information in dockets no longer Administratively Confidential shall be determined in accord with Department regulations. Generally, anyone eligible to receive information or having a legitimate interest in such a docket may have access to it. However, dockets may not be duplicated for public distribution.

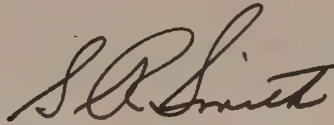
VIII DISPOSAL OF COPIES OF DOCKETS AND RELATED MATERIAL

A While Administratively Confidential. Drafts or surplus copies of Administratively Confidential dockets and related material may be

(VIII A)

discarded when no longer needed. However, the material must first be mutilated until it cannot be read.

B When No Longer Administratively Confidential. Drafts or surplus copies of dockets and related material which are no longer Administratively Confidential may be discarded in the usual manner.

A handwritten signature in dark ink, appearing to read 'S. R. Smith', is positioned above the printed name and title.

S. R. Smith
Administrator

ACTION BY: *Division Directors and Staff Officers
Heads of Field Offices*

Rural Areas Development Program

I PURPOSE

This Instruction (1) contains information for concerned AMS divisions and offices on aspects of AMS participation in the Rural Areas Development Program; and (2) incorporates, by attachment, the following informational material concerning that program:

Secretary's Memorandum No. 1448, Revised, outlining the program and assigning responsibilities to agencies within the Department.

Secretary's Memorandum 1448, Supplement 1, making redelegations of responsibility within the Department.

A press release issued by the Department on the same subject.

A memorandum from the Director, Agricultural Credit Service (ACS), to Heads of Department Agencies, setting forth specific responsibilities of various agencies with respect to the program.

A memorandum from the Director, ACS, to Chairmen, State Rural Areas Development Committees, outlining the organizational structure through which the program is to be operated.

II BACKGROUND

The Secretary of Agriculture has assigned responsibility for the direction and supervision of the nationwide Rural Areas Development Program to the Director, ACS. The Office of Rural Areas Development has been established with responsibility for overall coordination and general administration of the program in the Department. Representatives of 11 agencies of the Department, including AMS, constitute the Rural Areas Development Board here in Washington. The Director of ACS is the chairman of that board.

III RESPONSIBILITIES ASSIGNED TO AMS

AMS has been assigned responsibilities in the following fields:

A Providing technical advice and information in the marketing of agricultural products, and

B Giving technical assistance in developing markets and related facilities.

IV AMS PARTICIPATION IN THE PROGRAM

A General.

1 AMS will cooperate to the fullest extent possible in all aspects of the Rural Areas Development Program. In addition to assigned general responsibilities, there will probably be other activities in which offices of AMS will be called upon for advice and assistance.

2 The nature of the responsibilities assigned to AMS will require a technical and specialized type of assistance. AMS is organized in the field on a commodity and functional rather than a geographical basis. Many of our programs are financed from Trust funds, and requests for assistance may involve questions on financial arrangements. Because of these facts, it is felt that the best interest of the program will be served by coordinating and directing AMS activities through Washington headquarters offices.

B Field Offices. If State or local committees (or other sources) functioning under the Rural Areas Development Program call upon individual field offices for assistance or participation in the program, the head of the field office shall, before taking any other action, forward the request to his division director in Washington, D. C., for consideration and approval.

C Division Directors and Staff Officers. Division directors and staff officers receiving requests through field officers or otherwise shall confer with the Deputy Administrator, Management, in order that AMS activities in the program may be coordinated and performed in the best interests of all concerned.


S. R. Smith
Administrator

Attachments

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON 25, D. C.

June 16, 1961

SECRETARY'S MEMORANDUM NO. 1448, REVISED

Rural Areas Development Program

1. THE PROBLEM. Underemployment in rural America is a serious problem. More than 75% of all farm families had incomes under \$5000 in 1959. The full resources of the Department of Agriculture must be directed toward the elimination of this serious low income underemployment problem. State and local authorities throughout the Nation are aware of this situation and are attempting to stimulate economic growth and income opportunities in areas of underemployment. All Department of Agriculture agencies shall commit their resources toward the support of the state and local authorities in this work. The Department expects, through the means established in this Memorandum, to assure needed assistance to local initiative, leadership and coordinated action in meeting the economic needs of rural areas, in keeping with the broad responsibilities of the Department. Public Law 87-27, the Area Redevelopment Act, will be of assistance in the Rural Areas Development Program.

2. PROGRAM DIRECTION. The Director of Agricultural Credit will give general direction and supervision to the Rural Areas Development Program including activities under the Area Redevelopment Act. Operating responsibility will be delegated to appropriate agencies in accordance with their general assignments of responsibility, as set forth in Title 9 of the Administrative Regulations. Overall coordination and administration of the program will be the responsibility of the Office of Rural Areas Development.

3. OFFICE OF RURAL AREAS DEVELOPMENT. a. General. There is hereby established an office to be known as the Office of Rural Areas Development. The Office of Rural Areas Development will be responsible for general administration of the Rural Areas Development Program, as well as for Departmental activities under Public Law 87-27, for the purpose of assuring effective Departmental participation in the total effort. The Director, Office of Rural Areas Development, will serve as a member of the Rural Areas Development Board.

b. Functions. Under the general direction and supervision of the Director of Agricultural Credit, the Office of Rural Areas Development will be responsible for the following functions:

- (1) Provide leadership and initiative in the formulation of current and long-range policies and plans for carrying out the rural development programs of the Department of Agriculture.
- (2) Coordinate and expedite the application of resources of Departmental agencies in assisting State, local, private, community and farm organizations and individuals working for the improvement of underemployed areas.
- (3) Make recommendations to the Secretary, after studies and analyses, for the designation of areas for development.
- (4) Conduct continuous study to: (a) Determine how programs of the Department can be brought to bear on the particular problems in each designated rural development area; and (b) Assure that program agencies are giving effective technical assistance to private groups and local and State governments in formulating a comprehensive development program, and are making their full resources available in supporting project plans for each designated area.
- (5) Maintain continuous liaison with appropriate Departments and Agencies of the Executive Branch and with officials of public and private organizations to assure coordination of effort and utilization of all available resources in support of the total program.
- (6) Prepare and periodically revise a Departmental Rural Area Development Program Inventory for each development area, consisting of an itemization of the services and programs, and proposed improvements thereof, currently provided by the Department.
- (7) Prepare and publish current reports on local achievement and progress in formulating and implementing rural development programs. Maintain, with the assistance of participating agencies, records from which necessary reports can be made to the Secretary and Congress.

4. RURAL AREAS DEVELOPMENT BOARD. Within the Department, a Rural Areas Development Board shall provide advisory aid to the Secretary and the Office of Rural Areas Development in appraising and

determining program needs, and shall provide liaison with Department agencies in planning and carrying out a fully coordinated action program. Establishment of the Board is designed to assure effective participation by appropriate agencies and offices of the Department and application of all Departmental resources to implementation of the program. Representatives of the following agencies shall be members of the Board:

- Agricultural Marketing Service
- Agricultural Research Service
- Agricultural Stabilization and Conservation Service
- Economic Research Service
- Farmer Cooperative Service
- Farmers Home Administration
- Federal Extension Service
- Forest Service
- Rural Electrification Administration
- Soil Conservation Service
- Statistical Reporting Service
- Office of Rural Areas Development

The head of each listed agency shall designate a responsible permanent representative to serve on the Rural Areas Development Board who will represent the interest and activity of his agency in the Rural Areas Development Program.

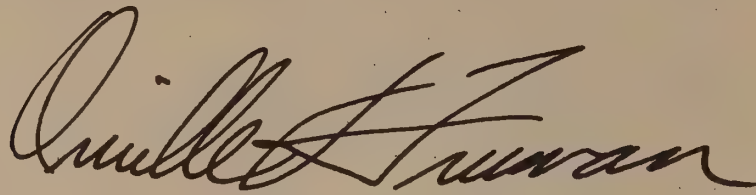
The Director of Agricultural Credit will serve as Chairman of the Board; the Assistant Director of the Office of Rural Areas Development will serve as Executive Secretary.

Each agency represented on the Board shall develop operating policies and procedures for effectuating its part in providing services and technical assistance to private groups and State and local governmental agencies in moving ahead rapidly with the Rural Areas Development Program. Agency plans for implementing their responsibilities in the program shall be presented to the Chairman of the Rural Areas Development Board for review and approval.

5. AGENCY AND STAFF OFFICE COOPERATION. The Rural Areas Development Board and the Office of Rural Areas Development shall draw upon other Departmental agencies and staff offices for information and assistance needed in carrying out their responsibilities.

6. LOCAL PARTICIPATION. Priority attention shall be given to requiring that initiation of activities under the Rural Areas Development Program and maximum participation therein shall rest with citizens and organizations and groups of citizens and State and local governments and instrumentalities thereof in rural areas.

7. SUPERSEDED MEMORANDUM. This Memorandum supersedes Secretary's Memorandum No. 1448, dated March 21, 1961.

A handwritten signature in dark ink, appearing to read "Quill H. Furman". The signature is written in a cursive, flowing style with a large initial "Q".

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

Washington, June 16, 1961

Secretary Freeman Announces Rural Areas Development Program Organization:

Secretary of Agriculture Orville L. Freeman announced today the assignment of responsibilities within his Department for a greatly expanded program to carry out President Kennedy's directive to proceed at top speed on rural areas development. He also outlined how the program will operate in States and localities.

The Agriculture Department, in its Rural Areas Development Program, combines the existing services of the agencies within the Department with the special features of the Administration's new Area Redevelopment Act as it applies to farming and rural areas.

Secretary Freeman said the Area Redevelopment Act provisions affecting rural areas will become an important tool to aid the nation-wide program to operate more effectively in rural areas of greatest underemployment and low income.

The Secretary established an Office of Rural Areas Development to coordinate all area development activities of the Department. Turley Mace, presently serving as assistant to John A. Baker, Director of Agricultural Credit, heads the newly created office, which will operate under the general policy guidance of the Rural Areas Development Board representing 11 Department of Agriculture agencies.

Secretary Freeman has recommended that State officials and selected non-government leaders form Rural Areas Development Committees to assure effective operation of the program. In some States this will mean creating a new committee; in others, reorganizing the present State Rural Development Committee. State Extension Service Directors have been asked to assist in this process, the Secretary said.

State Rural Areas Development Committees will be responsible for coordinating services and other activities in support of rural development, helping organize local programs, and providing technical aid to localities.

All Department of Agriculture agencies will assist in State and local development programs. Secretary Freeman announced that Rural Areas development Panels are being formed in each State by Departmental field representatives. These panels, which will be chaired by Farmers Home Administration State Directors, will provide technical aid and advice for State Rural Areas Development Committees.

The Rural Electrification Administration is assigned the role of helping State and local groups promote industrial and commercial enterprises.

In localities with organized Rural Areas Development Programs, the Secretary recommended that civic, agricultural, and local government officials take the leadership of the work. Department of Agriculture field employees will also serve on these local groups, but as technical advisors only.

Secretary Freeman called on State Rural Areas Development Committees to help such local groups set up development programs as rapidly as feasible in appropriate economic areas.

Program areas will include one or more contiguous counties, and be based on a common economic interest and natural boundaries.

Rural Development Programs in counties and areas designated for special attention since 1956 will be continued, with some modifications to fit the new pattern. About 300 counties are included in this group.

In his announcement today, Secretary Freeman said that a reorganized and expanded Rural Areas Development Program would also encourage more effective operation of the new Area Redevelopment Act in rural areas.

This Act authorizes loans, grants, technical aid, and other benefits for "distressed" rural and urban areas. The Departments of Agriculture and Commerce are now working out procedures for naming eligible rural areas.

"The Rural Areas Development Program being launched by the Department to stimulate economic expansion of rural communities could be considered more important to the long range future of the nation than any other program now being conducted by the Department," Secretary Freeman said today.

"This well-coordinated approach, with all agencies pitching in to help local folks, could be the weapon to wipe away chronic depression which now enchains many areas and to lift the curse of underemployment which saps the strength of our rural economy in every area."

Secretary Freeman emphasized that the Rural Areas Development Program must be based on the principle of close coordination with local authorities. The initiative must come from States and localities, and the drive to keep up a successful program must be the responsibility of local people, he said.

Each agency represented on the Rural Areas Development Board has been requested to emphasize area development goals in carrying out its regular programs, even though some may not have field representatives on State and local Rural Areas Development Panels.

The following agencies make up the Rural Areas Development Board of the Department:

- Agricultural Marketing Service
- Agricultural Research Service
- Agricultural Stabilization and Conservation Service
- Economic Research Service
- Farmers Home Administration
- Farmer Cooperative Service
- Federal Extension Service
- Forest Service
- Rural Electrification Administration
- Soil Conservation Service
- Statistical Reporting Service

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

June 14, 1961

To: Heads of Agencies CNB
From: John A. Baker, Director of Agricultural Credit Services
Subject: Rural Areas Development

The purpose of this memorandum is to set forth consistent with Title 9 of the Administrative Regulations of the Department of Agriculture specific responsibilities of the various agencies with respect to the Department of Agriculture's nation-wide rural areas development activity.

1. Relationship to Current Responsibility

The responsibilities of the various agencies of the Department of Agriculture in handling the Rural Areas Development Program will be consistent with Title 9 of the Administrative Regulations of the Department of Agriculture.

2. Assignment of Responsibilities

- a. Director of Agricultural Credit Services - General direction and supervision.
- b. Office of Rural Areas Development - Coordination, and area program inventory and review.
- c. Extension Service
 - (1) Organizational and educational leadership in organizing local leaders, private groups, state and local government and their instrumentalities in setting up active, broadly-representative state, area, and county rural areas development committees.
 - (2) Provision of educational and technical assistance to local leaders and private groups concerning farm improvement, off-farm employment opportunities, and in cooperation with public health facilities and various state, area, county, and community agencies.

d. Farmers Home Administration

- (1) Coordination of direct Government agencies at State, area, and county level.
- (2) Credit and employment counseling to low income farm families.
- (3) Making of loans where requested and needed in order to make adjustments in farming operations of such manner as to provide for adequate income and to fit the farming operation into the overall economic development program of the county or area.
- (4) Provide on-farm technical management assistance to borrowers in order to assist them in establishing management techniques necessary for efficient farming and adequate incomes. This assistance will also include advice as to changes needed in the farming operation in order to fully utilize the income possibilities of the development program.

e. Economic Research Service

- (1) Conduct studies designed to develop programs to raise income levels in rural areas and produce solutions to the problems resulting from underdevelopment, under-employment, and chronic depression in rural areas and to determine the causes of these conditions.
- (2) Conduct studies required to establish boundaries of rural redevelopment areas.

f. Rural Electrification Administration

- (1) Provide technical assistance and counsel with respect to industrial and commercial development.
- (2) Stimulate, make loans to, and provide technical assistance to projects for public facilities and rural private profit and cooperative enterprises of an industrial, commercial and recreational nature.

g. Soil Conservation Service

- (1) Provide technical assistance in public resource development.
- (2) Provide information and technical assistance, when requested by State and local public and private groups, on soil and water conservation and development in connection with area development programs and projects.

g. Soil Conservation Service (Continued)

- (3) Provide technical assistance in development of water resources for industrial and commercial enterprises in connection with watershed and flood prevention projects and otherwise.
- (4) Provide technical assistance in development of public and private water facilities.

h. Forest Service

- (1) Provide technical assistance in development of forest resources.
- (2) Provide technical assistance in forest product processing.
- (3) Provide information and technical assistance when requested by State and local public and private groups on forestry, conservation, development and product processing in connection with area development programs and projects.

i. Commodity Stabilization Service

- (1) Develop special cost-sharing programs of conservation and development of land resources on individual farms for maximum contribution to area development program.
- (2) Make payments for compliance with approved soil and water conservation practices designed to maximize contributions to rural areas development.
- (3) Develop feasible proposals for the utilization of abundant farm commodities in the development industries to be established in the rural areas development program.
- (4) Utilize feasible procedures for utilizing available labor in the development areas for the handling of commodities stored under loan or under Government ownership.
- (5) Supply information concerning price support, acreage allotment allowances, and details concerning marketing orders or marketing agreements in order that full utilization may be taken of the production of commodities not commonly grown in the area if the production of such commodities contributes to the development program.

4-Heads of Agencies-June 14, 1961

j. Farmer Cooperative Service

- (1) Provide technical assistance in the establishment of cooperatives which will carry out the industrial development in rural areas.
- (2) Give technical assistance in the establishment of farmer purchasing and marketing cooperatives in furtherance of rural area development.

k. Agricultural Marketing Service

- (1) Provide technical information in the marketing of agricultural products to be produced.
- (2) Give technical assistance in the development of markets for industrial products produced as a result of the area development program.

l. Agricultural Research Service

- (1) Study technique leading to more efficient and less costly farming.
- (2) Conduct studies and supply technical information relating to the utilization of both agricultural and industrial products produced under the Development Program.

m. Statistical Reporting Service

- (1) Maintain current inventories of changes in farm production, farm employment, and the improvement in the underemployment situation.
- (2) When requested, to make surveys to obtain needed statistical information.

cc: Rural Areas Development Board Members
Rural Areas Development Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

June 15, 1961

To: Chairmen, State Rural Areas Development Committees
From: J. A. Baker, Director, Agricultural Credit Services

AB

Secretary's Memorandum No. 1448 issued March 21, 1961, delegated the responsibility for rural areas development to the Director of Agricultural Credit Services and established a Rural Areas Development Board consisting of representatives of 11 agencies. Secretary's Memorandum No. 1448 Revised provides for the establishment of an Office of Rural Areas Development.

The purpose of my writing to you at this time is to inform you of the organizational structure through which we hope to operate the rural areas development program in states, areas, and counties.

Responsibility for organization and continued effective operation of an active and broadly representative Rural Areas Development Committee in each state will rest with the Administrator of the Federal Extension Service, who has asked the State Director of Extension to provide organizational leadership.

The other Department agencies having field offices will form an advisory panel to make available to the State Committees the technical services and information of these agencies. The State Director of Farmers Home Administration has been asked to assume responsibility for organizing the technical panel and serving as its chairman.

The Rural Electrification Administration will offer leadership and assistance in stimulation of rural industrialization and other business enterprises.

The State Rural Areas Development Committee will be made up of civic and agricultural leaders including representatives of state and community organizations and state and local governments and their instrumentalities. Field employees of the United States Department of Agriculture agencies will serve the state committees as desired, in their capacity as members of the technical advisory panel. Representatives of all federal agencies having a contribution to make to rural areas development should be invited to participate as ex-officio members of state and area committees.

The chairman of the State Rural Areas Development Committee will look to the State Director of Extension for organizational assistance and leadership instead of to the Under Secretary of Agriculture, as was the case prior to the issuance of the Secretary's Memorandum No. 1448.

2-Chairmen, State Rural Areas Development Committees

It is hoped that Rural Areas Development Committees representing economic areas of one or more counties will be formed within each state by the direction of the State Committee. Local and State Extension Service people together with the State Rural Areas Development Committee are being asked to take leadership in forming these area committees. Each area committee will be paralleled by a technical panel of other Departmental agencies under the chairmanship of a person to be designated by the State Director of the Farmers Home Administration.

County committees and technical panels will also be formed as needed.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

September 8, 1961

SECRETARY'S MEMORANDUM NO. 1448, SUPPLEMENT 1

Rural Areas Development Program
Delegation of Responsibilities Under Public Law 87-27

1. DELEGATION FROM SECRETARY OF COMMERCE. Public Law 87-27, Area Redevelopment Act (herein referred to as the Act) provides that available services and facilities of all agencies of the Federal Government shall be used to the fullest practicable extent in carrying out the provisions of the Act. The Secretary of Commerce, under date of July 20, 1961, and pursuant to such legislative directive, has delegated certain responsibilities to the Secretary of Agriculture. This memorandum redelegates those responsibilities within the Department of Agriculture.

2. U.S.D.A. REDELEGATIONS. The delegations of responsibility set forth in this memorandum are in accordance with those in Secretary's Memorandum No. 1448 and with the general assignments of responsibility to individual agencies as set forth in Title 9 of the Administrative Regulations. Subject to direction and supervision by the Director of Agricultural Credit, as provided in Secretary's Memorandum No. 1448, and to the reservation of authority set forth in paragraphs 3 and 4 below, the following responsibilities under the Area Redevelopment Act, stated in the exact language of the delegation from the Secretary of Commerce, are hereby redelegated to individual agencies of the Department, as indicated.

a. Designation of Redevelopment Areas. "Find facts and provide data to be used in association with facts and data to be furnished by the Secretary of Labor and the Secretary of the Interior, by the Secretary of Commerce, in selecting the criteria and formulating the standards upon which areas which are essentially and fundamentally associated with agriculture and forestry shall be designated 'redevelopment areas' under Section 5(b) of the Act and more particularly classified as 'rural redevelopment areas'.

"Find facts and provide data and make recommendations to be used by the Secretary of Commerce in designating and classifying 'rural redevelopment areas' under the criteria and standards mentioned in the paragraph, next above.

"Review from time to time as provided in Section 13 of the Act the designation of 'rural redevelopment areas' and pursuant to such review to report information and data to the Secretary of Commerce necessary to enable the Secretary of Commerce to determine whether conditions have changed in any such 'rural redevelopment areas' so that such area is no longer eligible for further assistance under the Act. "

Assigned to: Economic Research Service, supported and assisted by Statistical Reporting Service and other responsible USDA agencies.

b. Organizational and Educational Leadership. "Provide in 'rural redevelopment areas' organizational and educational leadership for orderly development of local economic initiative. "

Assigned to: Federal Extension Service.

c. Advice, Assistance and Information. "Provides advice, assistance, and information to individuals, committees, groups and enterprises in 'rural redevelopment areas' regarding the application of the Act, the implementation of proposed projects and the objectives of the approved overall Economic Development Program for the area, and matters as set forth in Section 10 of the Act. "

(1) Technical information and service --

Assigned to: Farmers Home Administration, supported and assisted by other responsible USDA agencies.

(2) Organizational and educational leadership --

Assigned to: Federal Extension Service.

(3) Implementation of proposed industrial, commercial and community facility projects, other than water facilities --

Assigned to: Rural Electrification Administration, supported and assisted by other responsible USDA agencies.

(4) Implementation of proposed water facility projects --

Assigned to: Farmers Home Administration, supported and assisted by Soil Conservation Service and other responsible USDA agencies.

d. Overall Economic Development Program. "Assist and furnish guidance to 'rural redevelopment areas' in preparation of Overall Economic Development Programs. "

(1) Technical information and service --

Assigned to: Farmers Home Administration, supported and assisted by other responsible USDA agencies.

(2) Organizational and educational leadership --

Assigned to: Federal Extension Service.

e. Certification of Overall Economic Development Program. "Certify as a condition precedent to approval by the Secretary of Commerce as provided by Section 6(b) (10) of the Act, that Overall Economic Development Programs for such areas are consistent with general objectives of the economic development of rural areas of the United States. "

Assigned to: Farmers Home Administration, with facts and data provided by Economic Research and Statistical Reporting Services and with advice and assistance of other responsible USDA agencies.

f. Technical Assistance Programs. "Recommend technical assistance programs for 'rural redevelopment areas' and to certify to the Secretary of Commerce that any proposed technical assistance program for a 'rural redevelopment area' under Section 11 of the Act, is consistent with the purposes of said Section 11 of the Act, as a condition precedent to final approval or authorization by the Secretary of Commerce of any such program in a 'rural redevelopment area'." "

Assigned to: Farmers Home Administration, with advice and assistance of responsible USDA agencies.

g. Loans and Grants. "Certify to the Secretary of Commerce, as a condition precedent to approval by the Secretary of Commerce, that a proposed project in a 'rural redevelopment area' for which financial assistance is sought under Sections 6, 7, or 8 of the Act is consistent with the approved Overall Economic Development Program for such area. "

Assigned to: Rural Electrification Administration (Farmers Home Administration for water facilities projects), with advice and assistance furnished by responsible USDA agencies.

h. Special Projects. "Furnish advice, assistance, and information in connection with projects and Overall Economic Development Programs in non-rural 'redevelopment areas' when the Secretary of Commerce finds that such projects or prospective projects in such non-rural 'redevelopment areas' are essentially and fundamentally

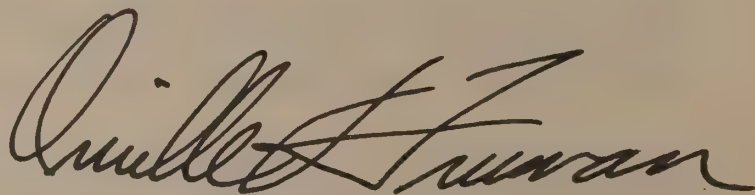
associated with agriculture or forestry. "

Assigned to: The agencies designated in paragraph 2d and e above, with respect to "overall economic development programs," the agencies designated in paragraph 2f and g above, with respect to projects.

3. FUNCTIONS AND RESPONSIBILITIES OF RURAL AREAS DEVELOPMENT BOARD AND OFFICE OF RURAL AREAS DEVELOPMENT. There is hereby reserved to the Rural Areas Development Board and the Office of Rural Areas Development responsibility as set forth in the foregoing delegations for functions specified in Secretary's Memorandum No. 1448.

4. RESERVATION OF AUTHORITY TO DIRECTOR OF AGRICULTURAL CREDIT. There is hereby reserved to the Director of Agricultural Credit authority and responsibility, as set forth in the foregoing delegations, for:

- a. Certifying to the Secretary of Commerce that overall economic development programs are consistent with the economic development of rural areas.
- b. Certifying to the Secretary of Commerce that proposed projects involving financial assistance under the Act are in accordance with the approved overall economic development program.
- c. Recommending Technical Assistance Programs for rural development areas and certifying to the Secretary of Commerce that each program is consistent with the purposes of the Area Redevelopment Act.
- d. Recommending to the Secretary of Commerce criteria and standards to be used in the designation of rural redevelopment areas; recommending the designation and classification of areas, and the termination of eligibility of such areas.



Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON 25, D. C.

Please attach this memorandum
to AMS Instruction 118-1, Rural
Areas Development Program.

November 15, 1961

SECRETARY'S MEMORANDUM NO. 1473

Advisory Committee on Rural Areas Development

Development of long-range programs to help assure prosperity and stability for the farm people, business and other residents of rural areas is a matter of considerable public interest and is of deep concern to the Department of Agriculture. Establishment of a firm foundation for permanent prosperity in rural areas to make its appropriate contribution to a more rapid rate of national economic growth, to insure that rural human and natural resources are utilized at maximum feasible efficiency and to establish a stable pattern of adequate family farms are clearly in the public interest.

The success of the rural areas development programs rests uniquely upon private initiative and effort -- interested, enthusiastic and informed participation by the general public, both within and without specific rural areas. Priority attention is being given to insure that initiation of rural areas development programs and maximum participation therein shall rest with citizens and groups of citizens and state and local governments and their instrumentalities.

To bring the experience and the knowledge of representative national leaders and representatives of such persons and groups to bear on these problems, I am establishing an Advisory Committee on Rural Areas Development.

This Committee will meet at my request to advise the Department of Agriculture on legislative proposals and other matters connected with rural areas development. The Committee will serve for an indefinite period at my discretion, and will be eligible for reimbursement of travel and other expenditures according to applicable statutes and regulations of the Department of Agriculture.

Mr. Clarence J. McCormick of Vincennes, Indiana, will be Chairman of the Committee. John A. Baker, Director, Agricultural Credit, will be the official Department of Agriculture representative

REPRODUCTION

and Dr. A. T. Mace, Director, Office of Rural Areas Development, will be the Executive Secretary. Members of the Committee will be:

Advisory Committee on Rural Areas Development

Clarence J. McCormick, Chairman	Elizabeth B. Herring
Fay Bennett	Robert M. Koch
Dr. Harry L. Brown	Dr. Henry McCanna
Homer L. Brinkley	Dr. J. G. Maddox
L. C. Carpenter	Dr. M. D. Mobley
A. E. Cascino	E. W. Mueller
Dr. Howard Dawson	Dr. Ernest J. Nesius
John Edelman	Herschel D. Newsom
Clyde T. Ellis	Helge Nygren
Harold Enarson	Rev. E. W. O'Rourke
Dr. E. P. Evans	James G. Patton
John F. Faulkner	Dr. Willa B. Player
Frank L. Fernbach	L. A. Potts
Nolen J. Fuqua	E. T. Savidge
Dr. Ira N. Gabrielson	



Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON 25, D. C.

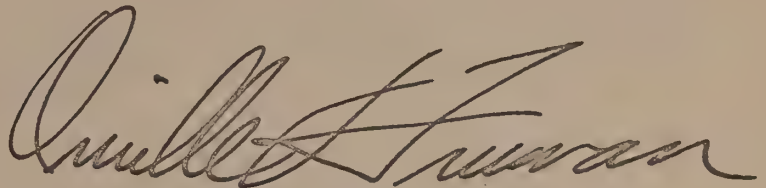
Please attach this memorandum
to AMS Instruction 118-1, Rural
Areas Development Program.

January 5, 1962

SECRETARY'S MEMORANDUM NO. 1485

Policy with Respect to Establishment of Credit Unions
and Similar Types of Cooperatives

Rural credit unions have made material contributions to the capital and credit needs of many rural areas. Also, at the same time, the credit unions have provided a means of organized savings. Since the basic purpose of rural credit unions is to be of financial assistance to rural areas and since many of the economic development objectives of rural areas are dependent upon financial assistance, I am asking the Director of Agricultural Credit to take appropriate steps to assure the full utilization of the institution of rural credit unions in the rural areas development program.



Secretary

DISTRIBUTION
A.D

ACTION BY: Administrator's Staff and Division Directors
Heads of Field Offices

Rural Areas Development Program -
Designation of AMS Member of Rural Areas Development Board

Secretary's Memorandum 1448, Revised, dated September 21, 1962 (attached), reflects the Department's current assignments under the Rural Areas Development Program, and requests that each agency listed designate a responsible person to represent it on the Rural Areas Development Board.

In accordance with that memorandum, Mr. Nathan Koenig, Special Assistant to the Administrator, is designated as the AMS representative to serve on the Rural Areas Development Board. Mr. Koenig will represent the interests and activities of AMS in the rural areas development program. (Information for concerned divisions and offices on aspects of AMS participation in the program is contained in AMS Instruction 118-1.)

Secretary's Memorandum 1448, Revised, dated June 16, 1961 (attached to AMS Instruction 118-1), is superseded by the attached revised memorandum. Please remove that memorandum from the Instruction and insert in its place the revised memorandum.



S. R. Smith
Administrator

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

September 21, 1962

SECRETARY'S MEMORANDUM NO. 1448, REVISED

Rural Areas Development Program

1. THE PROBLEM. Underemployment, imbalance in land use, inadequate levels of natural resource development and conservation and consequent low income of farm families and other residents and unwise wastage of natural resources in rural America are serious problems. More than 75 percent of all farm families had incomes under \$5,000 in 1959. The growing national population needs and demands additional land for recreation, industrial, commercial, residential and other uses, while some rural land is being used for the production of commodities that cannot and will not be appropriately used. Annual drain of the Nation's renewable agricultural natural resources still exceeds annual renewal. State and local public authorities and private persons and organizations throughout the Nation are aware of this situation and are attempting to stimulate more rapid economic growth, new income opportunities, and a more nearly adequate level and balanced pattern of natural resource conservation, development and use.

2. POLICY. The full resources of the Department of Agriculture must be directed to provide maximum appropriate and effective service to local efforts toward the eventual elimination of the causes of adverse economic conditions. In this, agencies of the Department shall commit their resources toward the support of the state and local efforts. The Department expects, through the means established in this Memorandum, to assure needed assistance to local initiative, leadership and coordinated action in meeting the development needs of rural areas, in keeping with the broad responsibilities of the Department. The Area Redevelopment Act Public Law 87-27 will be of assistance in the Rural Areas Development Program. The Department's delegated responsibilities will be administered by the Assistant Secretary for Rural Development and Conservation.

3. PROGRAM DIRECTION. The Chairman of the Rural Areas Development Board will give general direction and supervision to the Rural Areas Development Program including activities under the Area Redevelopment Act. Operating responsibility will be delegated

to appropriate agencies in accordance with their general assignments of responsibility, as set forth in Title 9 of the Administrative Regulations.

4. RURAL AREAS DEVELOPMENT BOARD. Within the Department, a Rural Areas Development Board shall provide advisory aid to the Chairman of the Board in appraising and determining program needs, and shall provide liaison with Department agencies in planning and carrying out a fully coordinated action program. Establishment of the Board is designed to assure effective participation by appropriate agencies and offices of the Department and application of all Departmental resources to implementation of the program. Representatives of the following agencies shall be members of the Board:

- Agricultural Marketing Service
- Agricultural Research Service
- Agricultural Stabilization and Conservation Service
- Cooperative State Experiment Station Service
- Economic Research Service
- Farmer Cooperative Service
- Farmers Home Administration
- Federal Crop Insurance Corporation
- Federal Extension Service
- Forest Service
- Office of Budget and Finance
- Office of the General Counsel
- Office of Rural Areas Development
- Rural Electrification Administration
- Soil Conservation Service
- Staff Economist Group
- Statistical Reporting Service

The head of each listed agency and staff office shall designate a responsible permanent representative to serve on the Rural Areas Development Board who will represent the interest and activity of his agency in the Rural Areas Development Program.

The Assistant Secretary for Rural Development and Conservation will serve as Chairman of the Board; the Director of the Office of Rural Areas Development will serve as Executive Secretary.

Each agency and staff office represented on the Board shall develop operating policies and procedures for effectuating its part in providing services and technical assistance to private groups and state and local governmental agencies in moving ahead rapidly

with the Rural Areas Development Program. Agency plans for implementing their responsibilities in the program shall be presented to the Chairman of the Rural Areas Development Board for review and approval.

5. OFFICE OF RURAL AREAS DEVELOPMENT.

a. General. There is hereby established within the Department a staff unit to be known as the Office of Rural Areas Development. This office will be responsible for general staff coordination of the Rural Areas Development Program as well as for Departmental activities under Public Law 87-27, for the purpose of assuring effective Departmental participation in the total effort.

b. Functions. Under the general direction and supervision of the Assistant Secretary for Rural Development and Conservation, the Office of Rural Areas Development will be responsible for the following functions:

(1) Provide leadership and initiative in the formulation of current and long-range policies and plans for carrying out the rural areas development programs of the Department of Agriculture.

(2) Coordinate and expedite the application of resources of Departmental agencies in assisting state, local, private, community and farm organizations and individuals working for the improvement of rural areas.

(3) Conduct continuous study to: (a) Determine how programs of the Department can be brought to bear on the particular problems in areas engaged in rural development; (b) assure that program agencies are giving effective technical assistance to private groups and local and state governments in formulating a comprehensive development program, and are making their full resources available in supporting project plans for each area; and (c) assure full coordination with other departments and independent agencies of the Executive Branch.

(4) Maintain continuous liaison with appropriate departments and agencies of the Executive Branch and with officials of public and private organizations to assure coordination of

effort and utilization of all available resources in support of overall economic development in rural areas.

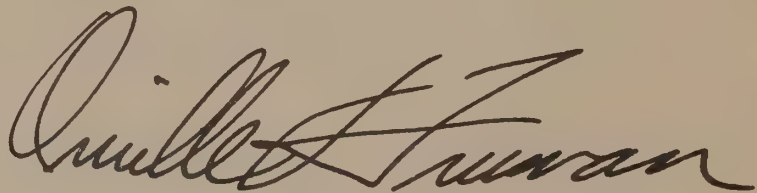
(5) Provide Secretariat of Rural Areas Development Board and of the Public Advisory Committee on Rural Areas Development.

(6) Prepare and publish current reports on local achievement and progress in formulating and implementing rural development programs. Maintain, with the assistance of participating agencies, records from which necessary reports can be made to the Secretary and Congress.

6. AGENCY AND STAFF OFFICE COOPERATION. The Chairman of the Rural Areas Development Board shall draw upon Departmental agencies and staff offices for information and assistance needed in carrying out his responsibilities.

7. LOCAL PARTICIPATION. Priority attention shall be given to insuring that initiation of activities under the Rural Areas Development Program and maximum participation therein shall rest with citizens and organizations and groups of citizens and state and local governments and instrumentalities thereof in rural areas.

8. SUPERSEDED MEMORANDUM. This Memorandum supersedes Secretary's Memorandum No. 1448, Revised, dated June 16, 1961.

A handwritten signature in dark ink, appearing to read "Quillo L. Furman". The signature is fluid and cursive, with a large initial "Q" and a long, sweeping underline.

Secretary

ACTION BY: Program Division Directors, Branch Chiefs,
and Project Leaders

Formulation, Referral, Review, and Approval of
Proposed Line Projects

I PURPOSE

The purpose of this Instruction is to (1) establish a system in AMS for the referral and approval of new or revised line projects; (2) set forth the objectives and summarize the responsibilities for the system; and (3) outline the procedures to be followed in connection with the preparation of line project descriptions, their referral, review, and approval.

II OBJECTIVES

The objectives to be considered in the formulation, review, and approval of line projects are as follows:

A That the work is needed in the national interest and is in line with broad program objectives;

B That the work is within the scope of the work project of which it is a part;

C That the objectives and plans for work are sound;

D That adequate personnel and facilities are available for prosecution of the project;

E That the project is appropriately integrated with other work of the agency;

F That the project is integrated with related work of other Departmental agencies and provision made as needed for joint or cooperative planning and carrying out of the work;

(II)

G That the project, in light of the best information available, does not unnecessarily duplicate work of other Departmental agencies or the work of other Federal, State, or private agencies whose findings are publicly available.

III AUTHORITY TO APPROVE LINE PROJECTS

Division directors have authority to approve line projects for initiation of work after the referral and review of the proposed line project as discussed in Section V below, and upon determination that the project is in accord with the objectives as stated in Section II above.

IV GENERAL RESPONSIBILITIES

A Department. General responsibility for supervision of the line project referral system in the Department is assigned to the Central Project Office of the Agricultural Research Service (hereafter referred to as CPO).

B Agricultural Marketing Service.

1 Responsibility for supervision of the system in AMS and for working with CPO on interagency phases of the operation is assigned to the Deputy Administrator for Marketing Research and Statistics.

2 Those to whom projects are referred for review are responsible for considering whether proposed line projects involve any overlapping or duplication of work, and whether adequate arrangements are provided for consultation or cooperation on problems of mutual interest. They are invited also to suggest ways in which proposed projects could be improved from the standpoint of the overall program of AMS and of the Department as a whole.

V LINE PROJECTS INITIATED WITHIN AMS

A Preparation of Project Proposal. The planning and formulation of a new line project will normally involve participation of the project leader, the section head, the branch chief, and the division director. Instructions for the preparation of line project descriptions are contained in Budget and Finance Memorandum No. 302, Revised Form and Instructions for Preparation of Line Project Descriptions, attached as Exhibit A to this Instruction. A description of the proposed line project is prepared within the initiating division on Form AD-149 (Revised June 1954),

(V A)

Line Project Description, copy of which is attached to the Budget and Finance Memorandum referred to above. The section head and branch chief shall sign the project description in the spaces provided on the form indicating their recommendation of the project to the division director. The division director, or his delegated representative, after review, initials it indicating that the project description is cleared for referral outside the division. The originating division shall attach any suggestions it may have regarding other divisions or branches, within or outside AMS, to which the project should be referred for review, and shall forward the description in an original and six copies to the Research Assistant to the Deputy Administrator for Marketing Research and Statistics. If the proposed line project description is one originated by a Marketing Services division, it should be forwarded via the Deputy Administrator for Marketing Services, who will also initial it.

B Project Referral and Review.

1 Research Assistant. Upon receipt of the project description, the Research Assistant will:

a Review the description for adequacy and program content;

b Send the description to CPO which office reviews it for adequacy of information needed to understand the proposed work, and refers it to appropriate agencies outside AMS for review;

c Refer it for review to any AMS divisions or branches having an interest or a related responsibility in the project. Form AMS-30, Line Project Referral Sheet, will be used to obtain this review.

2 AMS Divisions and Branches. AMS divisions and branches to which proposed project descriptions are referred shall review such descriptions as prescribed in Section IV B2 above, completing their review as promptly as possible. A maximum of three weeks is allowed for such review.

a If the reviewing division or branch has no comments, such division or branch shall indicate this on the referral form (Form AMS-30) and return this form with the project description to the Research Assistant.

b If there are comments, the reviewing division or branch shall send such comments in memorandum form to the initiating division and shall forward one copy of the comments to the Research Assistant, together with the referral form and project description received for review.

(V)

C Reconciliation and Adjustment.

1 The initiating division shall consult with the reviewing divisions or branches regarding comments. Where questions raised are satisfactorily resolved by direct consultation, the Research Assistant should be informed of the solutions agreed to. Where issues arise that cannot be thus resolved, they should be brought to the attention of the Deputy Administrator for Marketing Research and Statistics who will undertake to resolve the questions (consulting with the Deputy Administrator for Marketing Services where appropriate).

2 Comments by agencies outside of AMS are received by the Research Assistant who will take up the questions involved with the initiating division (or with the Deputy Administrator for Marketing Services where appropriate) and make sure that proper steps are taken to resolve them. He will consult CPO regarding solutions arrived at.

3 When the review process has been completed, the Research Assistant will initial the project description indicating that any issues raised have been resolved, and return it to the initiating division for the director's approval (via the Deputy Administrator for Marketing Services if the project description originated in a Services division).

D Approval for Initiation of Work. The director of the originating division will sign the project description in the "Approved" space on Form AD-149 and notify the initiating branch that the project is approved for initiation of work.

E Duplication and Recording. Upon approval of a project, the initiating division will duplicate the project description as signed and send the original, bearing all signatures and initials, and eight copies to the Research Assistant who will distribute as follows:

1 Original, for repository file, and one copy for working file, to the AMS Budget and Finance Division.

2 One copy to the Deputy Administrator for Marketing Services where appropriate.

3 Three copies to CPO for project records and reserve file.

4 Single copies to any cooperating divisions or branches, or cooperating agencies outside AMS, and to others requesting copy because of special interest in the work.

VI LINE PROJECTS INITIATED OUTSIDE AMS

A CPO will refer descriptions of proposed line projects originating outside AMS in which AMS has an interest or a related responsibility to the Research Assistant to obtain review in AMS. The Research Assistant will refer the project descriptions to appropriate divisions or branches within AMS for their review.

B If a reviewing division or branch has no comments, it will so indicate on the referral form (Form AMS-30-1) accompanying the description, and will return this form with the project description to the Research Assistant. If there are comments, the reviewing division or branch will send such comments by memorandum in triplicate, to the Research Assistant together with the referral form and project description received for review.

Reviewing divisions or branches should return project proposals referred to them promptly, and in no case later than the deadline indicated on the referral form.

C The Research Assistant will review any comments made by AMS divisions or branches and will inform the initiating agency through the CPO by memorandum of the results of the AMS review.

D CPO will consult with the Research Assistant to assure that any issues raised in AMS comments are satisfactorily resolved before it clears the project for approval by the initiating agency.

VII NOTICES OF DISCONTINUANCE AND REQUESTS FOR EXTENSION OF LINE PROJECTS

Line projects usually cover units of work which can be completed in a few years. No line project may continue longer than 5 years from the date of approval without review and re-evaluation. Descriptions of approved line projects that have been in effect over considerable periods of time usually fail to reflect current planning adequately. Whenever significant differences occur and, in any event, when a project becomes subject to review by the approach of its estimated date of completion or by having been in effect for a 5-year period, the originating division will take action to discontinue, revise, or extend it. If it is desired to continue a line project beyond 5 years, a revised project description will be prepared on Form AD-149, providing an up-to-date description of the work. All revisions of line projects require the same review and approval as prescribed in this Instruction for new projects.

The division director may, without the formal review prescribed in this Instruction, approve the discontinuance of a project or a request for extension that will not continue the project beyond 5 years from the date

(VII)

of the last formal review. However, initiating divisions should inform cooperating agencies, or those whose work will be directly affected, in advance of such actions. Notices of discontinuance or requests for extension of a project are prepared on Form AD-146, Project Discontinuances and Extensions, and upon approval are forwarded in original and six copies to the Research Assistant for recording and distribution.

O. V. Wells

O. V. Wells, Administrator

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Budget and Finance
Washington 25, D. C.

DISTRIBUTION
Long List

June 1, 1954

BUDGET AND FINANCE MEMORANDUM NO. 302

Revised Form and Instructions for Preparation
of Line Project Descriptions

1. PURPOSE. The purpose of this memorandum is to provide information relating to a revision of Form AD-149, Line Project Description, together with instructions for its use. All line projects submitted on or after July 1, 1954 will be reviewed by the Central Project Office, Agricultural Research Service, for compliance with the new standards of adequacy contained in these instructions before referral to other agencies.

2. BACKGROUND. Agricultural Research Service Administrative Memorandum No. 114.1, dated January 15, 1954, relating to formulation, referral and approval of line projects, includes a statement that the Central Project Office will:

"work with representatives of all agencies doing research in developing a mutually acceptable set of standards for use in preparation of line projects. Using these standards as guides, the Central Project Office will review, before referral, all new and revised project submissions for compliance with these standards. This review is not for technical content, but will concern itself with such factors as scope of project and whether the reviewer is provided with the information he needs to understand the proposed work."

Following establishment of the revised review procedure, a series of meetings were held by a representative study group to improve the line project form and to arrive at a better understanding of its preparation and use. The attached form and instructions as developed by the study group have been approved by the Committee for Research, Marketing, and Statistical Projects established in accordance with the Administrative Regulations of the Department (6 AR 131).

3. DISTRIBUTION AND AVAILABILITY OF REVISED FORM AND INSTRUCTIONS. This memorandum should be made available to all Department personnel with responsibilities relating to the preparation or review of line projects. Additional copies may be obtained from the Central Project Office of the Agricultural Research Service. Printed forms and die-impressed stencils will

be available on order from the Central Supply Section. Agencies are authorized to utilize the current version of AD-149 by modifying the forms according to the revised format, until the present supply in stock is exhausted.

Joseph B. Wheeler
Director of Finance

This memorandum will be codified
in the Administrative Regulations.

Attachments

INSTRUCTIONS FOR PREPARATION OF LINE PROJECTS

* * *

The following instructions are intended as a general guide for those who prepare line project descriptions. Diversity in types of research in the Department and in the conditions under which research is conducted make it necessary to maintain flexibility in project documentation. The Central Project Office in Washington or your project officers in the field are available for consultation, if assistance is needed in the preparation or handling of line projects.

In view of the varied purposes for which line projects are used, it is recommended that highly technical terminology be avoided except where it is required to describe adequately the plan of work. The writer should keep in mind that the readers and reviewers of projects are usually of professional caliber, but not specialists in the writer's particular field.

In every stage of the formulation, referral and approval of line project proposals there is the definite responsibility for proper integration and avoidance of undesirable duplication of research effort. To this end the research worker before writing his project should, in addition to his own knowledge and records, rely on information from the Central Project Office on current Departmental projects and on the corresponding file of State work in the Office of Experiment Stations. Reviewers of the project proposal should avail themselves of the same facilities. In delegating his responsibility to approve line projects, the Research Administrator has cautioned approving officers to assure themselves "That the project is integrated with related work of other Department bureaus and agencies and provision made as needed for joint or cooperative planning and carrying out of the research," and "That the project, in light of the best information available, does not unnecessarily duplicate work of other Department agencies or the work of other Federal, State, or private agencies whose findings are publicly available."

* * *

1. Line Project Number: Give full key number linking each line project numerically to its parent work project, financial project, and appropriation or subappropriation symbol, e.g., for k-2-3-5:

k - 2 - 3 - 5
Appropriation or subappropriation item.
Second financial project under k.
Third work project under k-2.
Fifth line project under k-2-3.

2. Service and Units: Give the names of the section or comparable unit originating the project and, by use of official abbreviations, identify the organizational group of which it is a part. For example, The Nutrition and Physiology Section of the Dairy Husbandry Research Branch of the Agricultural Research Service, would appear as:

ARS-DH-Nutrition and Physiology Section

and

The Quality Evaluation Section, Biological Sciences Branch, Marketing Research Division of the Agricultural Marketing Service would appear as:

AMS-MR-BS-Quality Evaluation Section

3. Line Project Title: Indicate the nature and purpose of proposed activities as concretely as possible with a few words. The title, used by itself or in a list, should give a good indication of what the project is about.

Example: Preplanting treatments of narcissus bulbs for control of narcissus bulb fly.

4. Work Project Title: Use exact title of the latest approved parent work project.
5. Project Leader and Address: Insert name and address of the person whom the Service wishes to serve as point of contact on this project. Ordinarily this should be the leader immediately in charge of the specific, detailed work. Supervisory leaders may also be listed but should be identified as such.
6. Location of Work: Show city and State where work is conducted at a limited number of locations; where conducted at many locations, show States only. Activities at different locations should be included within the scope of one line project only when they are closely correlated and coordinated.
7. Estimated Duration: Give a careful estimate of the probable life of the project. The term "continuing" may be used for projects involving continual activity; for example, maintenance of an herbarium. No line project may continue longer than five years from date of approval without review and reevaluation.
8. Objective: This statement should be brief and to the point indicating clearly the immediate goal sought.

Example: To develop a method for the protection of narcissus bulbs from attack by the narcissus bulb fly by treating the bulbs with insecticides prior to planting, with due reference to the effect of the insecticides on the plants, on the soil, on the operator, and on persons who handle treated bulbs.

9. Justification: State clearly and concisely the reasons for doing the work such as the needs this project will fill, the advantage in doing the work now, and the ways in which public welfare or scientific knowledge will be advanced. Demonstration of the need should include an explanation of any significant relationships between this project and other specific recent, current or proposed projects or activities, whether of Federal, State, or private origin.

Emphasize material that applies directly to the line project concerned. Be as specific as possible, stating the potential benefits in concrete terms where this is justified.

10. Plan of Work: This statement should summarize for research administrators and workers reviewing the project the approach to be used in attaining stated objectives. It should be an informative statement that will indicate the essential phases of contemplated activities, give some insight into methodology, and convey an idea of the size of undertaking. The amount of detail should be sufficient to reflect careful planning.

In projects that provide for controlled experimentation, give a clear indication of the significant variables and principal relationships involved. If collection or analysis of statistical data is contemplated, indicate the groups to be surveyed or methods of analysis.

11. Cooperation: Indicate clearly the nature of the contribution of principal cooperators. Such cooperators should be identified wherever possible at the time the project is written. Other cooperators may be listed as desired.

Examples: (Re. the role of heredity in dairy cattle sterility).

The University of Connecticut will analyze the data which have accumulated in its herd for the past 25 years, assign to the project such members of its staff as may be necessary in planning and conducting the work, and provide all the supplies and other facilities needed to make the analysis. Dairy Husbandry Research Branch will pay part of the salary of technical personnel.

(Re. a process of using yeasts to produce feeds from starch wastes).

As work under this project progresses it will be necessary to have another agency conduct animal feeding experiments to evaluate the nutritional characteristics of the feed supplements and to determine the levels at which they can be used most effectively. Such tests may be performed by the Animal and Poultry Husbandry Research Branch of the Department or by an Agricultural Experiment Station under a contract.

(Re. dehydration of mashed potatoes).

Conferences are held with members of the Food and Container Inst. several times a year to acquaint them with our progress and keep us informed of the requirements of the

armed forces. Conferences are held with scientists and representatives from other firms interested in potato processing. Samples are sent to these cooperating groups periodically for evaluation of improvements.

If it is contemplated that part or all of the work will be done under contract, indicate the nature of the contractor's responsibility.

12. Signatures: Use the "Recommended" spaces in Item 12 for such signatures as the approving officer requires. Use the "Approved" space for the signature of the Research Director or other officer authorized to approve line projects in the originating group.

LINE PROJECT DESCRIPTION

:
:
:
:
:

1. No. _____

2. Service and Units

3. Line Project Title

4. Work Project Title

5. Project Leader and Address

6. Location of Work

7. Estimated Duration

:
:

8. Objective; 9. Justification; 10. Plan of Work; 11. Cooperation.

12. Signature	:	Title	:	Date
Recommended	:		:	
	:		:	
Recommended	:		:	
	:		:	
Recommended	:		:	
	:		:	
	:		:	
Approved	:		:	
	:		:	

Line Projects

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1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

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ACTION BY: Program Division Directors, Branch Chiefs,
Section Heads, and Line Project Leaders

Line Projects

I PURPOSE

The purpose of this Instruction is to (1) establish a line project system in AMS to conform with the Department's Uniform Project System as set forth in 6 AR, Chapter 3, Section 2; (2) set forth the objectives and summarize the responsibilities for the AMS system; and (3) outline the procedures to be followed in the preparation of line project descriptions, their referral, review, and approval; and in extending, discontinuing, or re-authorizing active line projects.

II CANCELLATION

AMS Instruction No. 119-1, Formulation, Referral, Review, and Approval of Proposed Line Projects, dated June 25, 1954, is superseded by this Instruction.

III DEFINITION OF LINE PROJECT

A line project reflects a specific segment of a work project. It is limited in scope of objective and, usually, in length of time required for completion. The active line projects collectively constitute the current work under a given research work project.

IV OBJECTIVES

A An objective of the line project system is to keep research workers with related fields of interest, or where work impinges upon related problems, currently informed regarding each other's activities, and thus encourage them to consult together and pool creative suggestions regarding research undertaken.

(IV)

B The objectives to be considered in the formulation and approval of line projects are as follows:

1 That the work is needed in the national interest and is in line with broad program objectives;

2 That the work is within the scope of the work project of which it is a part;

3 That the objectives and plans for work are sound;

4 That adequate personnel and facilities are available for prosecution of the project;

5 That the project is appropriately integrated with other work of the agency;

6 That the project is integrated with related work of other Departmental agencies and provisions made as needed for joint or cooperative planning and carrying out of the work;

7 That the project, in light of the best information available, does not unnecessarily duplicate work of other Departmental agencies or the work of other Federal, State, or private agencies whose findings are publicly available.

V AUTHORITY TO APPROVE LINE PROJECTS

Division directors have authority to approve line projects for initiation of work after the referral and review of the proposed line project as discussed in Section VIII D below, and upon determination that the project is in accord with the objectives as stated in Section IV above.

VI GENERAL RESPONSIBILITIES

A Department. General responsibility for supervision of the line project referral system in the Department is assigned to the Central Project Office of the Agricultural Research Service (hereafter referred to as CPO).

B Agricultural Marketing Service.

1 Responsibility for supervision of the system in AMS and for working with CPO on interagency phases of the operation is assigned to the Deputy Administrator for Marketing Research and Statistics.

(VI B)

2 Initiating divisions are responsible for the planning and formulation of new line projects. This planning and formulation will normally involve participation of the line project leader, the section head, the branch chief, and the division director. The objectives to be considered in the formulation are given in Section IV B above.

3 Those to whom projects are referred for review are responsible for considering (a) whether proposed line projects involve any overlapping or duplication of work, and (b) whether adequate arrangements are provided for consultation or cooperation on problems of mutual interest. They are invited also to suggest ways in which proposed projects could be improved from the standpoint of the overall program of AMS and of the Department as a whole.

VII WHEN AMS RESEARCH ACTIVITIES ARE TO BE DOCUMENTED

A The general policy in AMS is to reflect research efforts, including those closely related or similar to research, in approved line project descriptions. It is recognized, however, that such descriptions will not reflect careful planning unless they are preceded by an exploratory or project planning period. These exploratory efforts are not commonly documented in line project descriptions.

B The branch chief is charged with the responsibility of authorizing exploratory work which is being undertaken within the scope of an approved work project and for keeping his division director appropriately informed of such work. It is also the branch chief's responsibility to determine when resources are being committed in such amounts and exploratory work has advanced to such a stage as to warrant formal documentation of a line project. No research worker should devote his efforts exclusively to undocumented exploratory work for extended periods.

VIII LINE PROJECTS INITIATED WITHIN AMS

A General. In view of the varied purposes for which line projects are used, it is recommended that highly technical terminology be avoided except where it is required to describe adequately the plan of work. The writer should keep in mind that the readers and reviewers of projects are usually of professional caliber, but not specialists in the writer's particular field. The Office of the Deputy Administrator for Marketing Research and Statistics is available for consultation, if assistance is needed in the preparation or handling of line projects.

(VIII)

B Numbering System for Line Projects. Two methods of numbering line projects are used in AMS. These methods are described below:

1 A method of numbering which is brief yet descriptive has been developed for use by those organizational units where the structure of the organization makes such a method possible. The organizational units which will use this method and the symbol for each are as follows:

Agricultural Economics Division (All Branches)

Farm Income Branch FI
Farm Population and Rural Life Branch FP
Statistical and Historical Research Branch SR

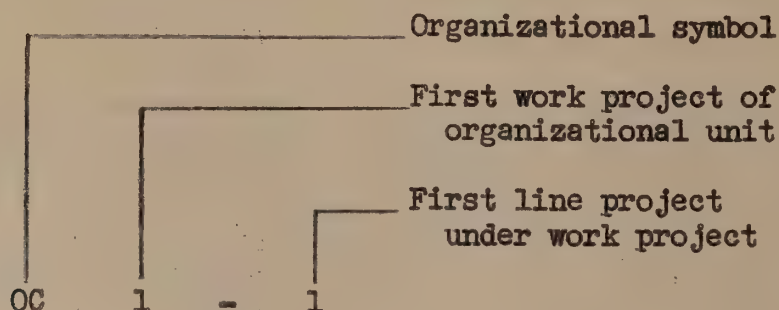
Marketing Research Division (All Branches)

Biological Sciences Branch BS
Market Development Branch MD
Market Organization and Costs Branch OC
Transportation and Facilities Branch TF

Statistical Clearance and Standards SC

The number assigned to line projects of the organizational units listed above will consist of the appropriate symbol, the number of the parent work project, and a serial number (assigned by the organizational unit) to identify the particular line project.

Example:



(VIII B 1)

If the line project description is revised, indicate this by attaching the abbreviation "Rev." to the serial number. Example: BS 1-3 Rev. If the description is revised again, indicate this by a serial number identifying the particular revision; e.g., BS 1-3 Rev. 2.

2 All other organizational units in AMS having line projects shall identify such projects with the appropriate appropriation or subappropriation item. These items and symbol for each are as follows:

Marketing Research and Agricultural Estimates RAE
(Agricultural Estimates Division will be the only
division to use this symbol)

Marketing Services MS

Payments to States, Territories and Possessions (State
Departments of Agriculture) SDA

Repayment to Commodity Credit Corporation RCC

(National) School Lunch Program NSL

Perishable Agricultural Commodities Act PAC

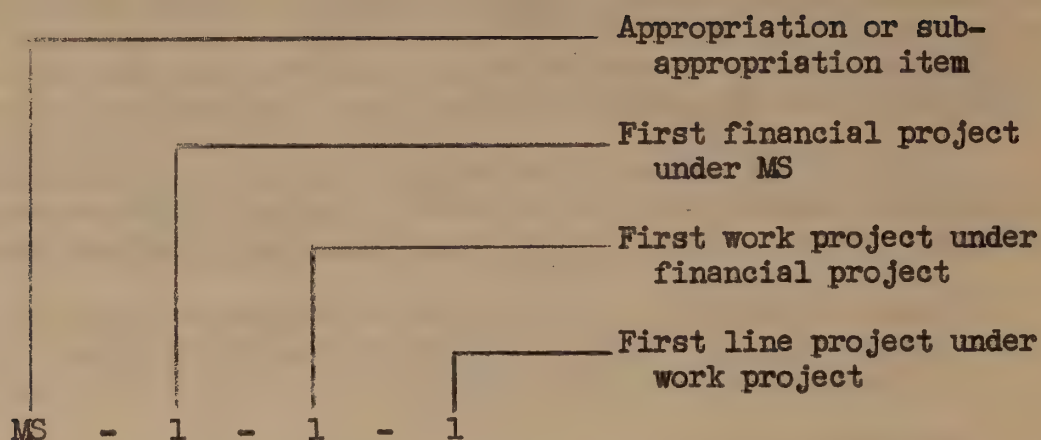
Removal of Surplus Agricultural Commodities (Surplus
Removal Programs) SRP

Organizational units using this system of numbering should call the Assistant to the Deputy Administrator for Marketing Research and Statistics for the serial number to be assigned to the line project to avoid duplicating a number already used by another unit. The following example illustrates how line projects are identified with the appropriation or subappropriation item:

1/ Some of the appropriation or subappropriation items listed here may not have work documented as line projects.

(VIII B 2)

Example:



If the project description is revised, indicate this in the same manner as prescribed in subparagraph 1 above. Example: MS-2-1-2 Rev.

C Preparation of Line Project Descriptions. The initiating division shall prepare the line project description as indicated below, using Form AD-149 (Revised September 1954), Line Project Description. (The items referred to conform to items on Form AD-149.) If the space on the face of the form is not sufficient to include all necessary information, attach continuation sheets, as required, using plain paper.

Item 1 - Line Project Number. Insert the line project identification number in this space, assigned in accordance with paragraph B above.

Item 2 - Service and Units. Give the name of the section or comparable unit originating the project and, by use of official abbreviations, identify the organizational group of which it is a part.

Example: The Market Surveys Section, Market Development Branch, Marketing Research Division, Agricultural Marketing Service, would appear as: AMS-MR-MD-Market Surveys Section

Item 3 - Line Project Title. Give the title of the proposed line project expressed as briefly as possible in nontechnical language. The title, used alone or in a list, should express the nature and purpose of the work.

Example: Storage, Handling, and Marketing Investigations on White Potatoes Grown in Maine

(VIII C)

Item 4 - Work Project Title. Use exact title of the latest approved parent work project.

Item 5 - Project Leader and Address. Insert name of the AMS person who will serve as point of contact on the project and the city in which he is located. Ordinarily this person should be the leader immediately in charge of the specific, detailed work. Supervisory leaders may also be listed but should be identified as such.

Item 6 - Location of Work. Show city and State if work is conducted at a limited number of locations; show States only if the work is conducted at many locations. (Activities at different locations should be included within the scope of one line project only when they are closely correlated and coordinated.)

Item 7 - Estimated Duration. Give a careful estimate of the probable life of the project. The term "continuing" may be used for projects covering activities that are expected to continue indefinitely. No line project description may continue indefinitely. No line project description may continue longer than five years from date of approval without review and reauthorization.

Item 8 - Objective. The objective statement should be brief and to the point, indicating clearly the specific goal sought.

Example: To determine (1) the amount of antibiotics and Vitamin B12 used in the livestock and poultry feed produced in the United States; (2) the degree to which this use varies by type of feed, geographic area of production, and the size of plant in which the feed is produced; and (3) some of the past trends; and, if possible, to estimate, on the basis of recommended levels of use, the potential market growth.

Item 9 - Justification. State clearly and concisely:

- a The reasons for doing the work, such as the -
- (1) Needs this project will fill,
 - (2) Advantage in doing the work now, and
 - (3) Ways in which public welfare or scientific knowledge will be advanced.

(VIII C)

- b The significant relationships between this project and other specific recent or current projects or activities, whether of Federal, State, or private origin. The relationships of the project to regional projects should also be indicated. (If there is no related work, so state.)
- c The potential benefits in concrete terms where this is justified.

Item 10 - Plan of Work. The plan of work should summarize for research administrators and workers reviewing the project the approach to be used in attaining stated objectives. It should be an informative statement indicating:

- a The essential phases of contemplated activities.
- b Some insight into methodology.
- c The size of the undertaking by one or a combination of the following methods:
 - (1) Indicate approximate number of AMS professional man-years per year. A statement indicating the clerical man-years per year should be included when an unusually large number of clerical personnel will be required.
 - (2) Give the expected range in dollars which is anticipated as the AMS funds which may be made available for contracts. This method of indicating the size should be used only when contracts will be involved.
 - (3) Clearly indicate the size of the undertaking in a narrative statement. This approach calls for greater detail than does (1) or (2) above.
- d The group to be surveyed or methods of analysis if collection or analysis of statistical data is contemplated.

(VIII C)

- e The significant variables and principal relationships involved if the project provides for controlled experimentation.

Item 11 - Cooperation. Indicate clearly the nature of the contribution of the cooperators, and identify such cooperators wherever possible.

Example: The Fruit and Vegetable Division, AMS, will consult on the planning and execution of the work to the end that it may make the most useful application in the improvement of U.S. grades and official inspection procedures. The Utilization Research Branches, ARS, will consult on the possible applications to quality measurement of their fundamental investigations of the composition of commodities as related to suitability for processing. The Maryland Agricultural Experiment Station, as direct cooperating agent with AMS, shall supervise an AMS cooperative agent jointly with AMS, provide an experienced Federal-State inspector who shall be reimbursed by the Maryland Station for salary and travel expenses and shall, in general, cooperate fully with the AMS representative in all phases of the research conducted.

Item 12 - Signature. The section head and/or branch chief shall sign the project description in the spaces provided on the form, recommending the project to the division director. The division director, or his delegated representative, after review, shall initial the project description on the left margin, indicating that it is cleared for referral outside the division. (The division director does not sign the project description indicating approval until the referral and review procedures described in paragraph D below have been completed.)

D Line Project Referral and Review. The originating division shall forward the description in an original and six copies to the Assistant to the Deputy Administrator for Marketing Research and Statistics, hereafter referred to as the Assistant to the Deputy Administrator (R & S). If the proposed line project description is one originating in a Marketing Services division, it should be forwarded via the Deputy Administrator for Marketing Services, who shall also initial it.

1 Assistant to the Deputy Administrator (R & S). Upon receipt of the project description, the Assistant to the Deputy Administrator (R & S) shall:

(VIII D 1)

a Review the description for adequacy and program content;

b Send the description to CPO which office reviews it for adequacy of information needed to understand the proposed work, and refers it to the appropriate agencies outside AMS for review;

c Refer it for review to any AMS divisions or branches having an interest or a related responsibility in the project. A referral form (Form AMS-30, Line Project Referral Sheet (AMS Projects)), will be used to obtain this review.

2 AMS Divisions and Branches. AMS divisions and branches to which proposed project descriptions are referred shall review such descriptions as prescribed in Section VI B 3 above, completing the review as promptly as possible and in no case later than the date indicated on the referral form.

a If the reviewing division or branch has no comments, such division or branch shall indicate this on the referral form in the space provided for this purpose and return it with the project description to the Assistant to the Deputy Administrator (R & S).

b If there are comments, the reviewing division or branch shall send such comments by memorandum, in triplicate, to the Assistant to the Deputy Administrator (R & S) together with the referral form and project description received for review.

E Reconciliation and Adjustment.

1 The Assistant to the Deputy Administrator (R & S) shall forward the comments, where appropriate, to the initiating division. The initiating division shall consult with the reviewing divisions or branches regarding comments. Where questions raised are satisfactorily resolved by direct consultation, the Assistant to the Deputy Administrator (R & S) should be informed of the solutions agreed to. Where issues arise that cannot be thus resolved, they should be brought to the attention of the Deputy Administrator for Marketing Research and Statistics who shall undertake to resolve the questions (consulting with the Deputy Administrator for Marketing Services where appropriate).

2 Comments by agencies outside of AMS are received by the Assistant to the Deputy Administrator (R & S) who shall take up the questions

(VIII E 2)

involved with the initiating division (or with the Deputy Administrator for Marketing Services where appropriate) and make sure that proper steps are taken to resolve them. He shall inform CPO regarding solutions arrived at.

3 When the review process has been completed, the Assistant to the Deputy Administrator (R & S) shall initial the project description indicating that any issues raised have been resolved, and return it (using Form AMS-31) to the initiating division for the director's approval (via the Deputy Administrator for Marketing Services if the project description originated in a Marketing Services division).

F Approval for Initiation of Work. The director of the originating division shall sign the project description in the "approved" space on Form AD-149 and notify the initiating branch that the project is approved for initiation of work.

G Duplication and Distribution. Upon approval of a project, the initiating division shall duplicate the project description as signed and shall send the original, bearing all signatures and initials, and seven copies to the Assistant to the Deputy Administrator (R & S).

1 The Assistant to the Deputy Administrator (R & S) shall retain the original and one copy and shall distribute the other copies as follows:

- a One copy to the AMS Budget and Finance Division;
- b Three copies to CPO for project records and reserve file; and
- c Single copies to any cooperating division or branch, or cooperating agency outside AMS, or to others requesting copies because of special interest in the work.

2 The initiating division shall send copies to:

- a Line project leader and to each of his supervisors to the branch chief level; and
- b Persons in charge of specific, detailed work if such work is being done at any location other than where the line project leader is located.

IX LINE PROJECTS INITIATED OUTSIDE AMS

A Line Project Referral and Review.

1 CPO will refer descriptions of proposed line projects originating outside AMS in which AMS has an interest or a related responsibility to the Assistant to the Deputy Administrator (R & S) to obtain AMS review. The Assistant to the Deputy Administrator (R & S) shall refer the project descriptions to appropriate divisions or branches within AMS for their review, using Form AMS-30-1, Line Project Referral Sheet (Non-AMS Projects).

2 AMS divisions or branches to which proposed project descriptions originating outside of AMS are referred shall review such descriptions as prescribed in Section VI B 3 above, completing the review as promptly as possible and in no case later than the date indicated on the referral form.

a If the reviewing division or branch has no comments, such division or branch shall indicate this on the referral form in the space provided for this purpose and return it with the project description to the Assistant to the Deputy Administrator (R & S).

b If there are comments, the reviewing division or branch shall send such comments by memorandum, in triplicate, to the Assistant to the Deputy Administrator (R & S) together with the referral form and project description received for review.

B Reconciliation and Adjustment.

1 The Assistant to the Deputy Administrator (R & S) shall review any comments made by AMS divisions or branches and shall inform the initiating agency through the CPO by memorandum of the results of the AMS review. The initiating agency may consult directly with the reviewing division or branch as may be necessary for the reconciliation or adjustment of any substantial issues raised in the comments.

2 When necessary, CPO will consult with the Assistant to the Deputy Administrator (R & S) to assure that any issues raised in AMS comments are satisfactorily resolved before the project is cleared for approval by the initiating agency.

X LINE PROJECT DISCONTINUANCES AND EXTENSIONS OF TIME

Line projects usually cover units of work that can be completed in a few years, and the estimated date of completion is shown in the project description (Form AD-149, item 7). The division conducting the project

(X)

shall, whenever appropriate, but in any event in advance of the indicated date of completion, initiate action for either discontinuance or extension of time as prescribed in paragraphs A and B below. (For redescription and reauthorization of line projects which require longer than five years for completion, see Section XI below.)

A Discontinuances. The division director may, without the formal review prescribed in this Instruction for new project actions, approve the discontinuance of a line project. The division should inform cooperating agencies, or those whose work will be directly affected, in advance of such action. Notices of discontinuances are prepared on Form AD-146, Project Discontinuances and Extensions, and upon approval are forwarded in original and six copies to the Assistant to the Deputy Administrator (R & S) for recording and distribution. In addition to the information called for on the form, the initiating division shall include the following:

- 1 Brief summary of principal accomplishments, and
- 2 List of publication by title, author, type, and date of publication. (If none, so indicate.)

B Extensions of Time. The division director may approve an extension of time for completion of a line project without the formal review prescribed in this Instruction for new project actions, as long as the extension will not continue the project beyond five years from the date of the last formal review. The division should inform cooperating agencies, or those whose work will be directly affected, in advance of such action. Notices of extensions of time are prepared on Form AD-146, and upon approval are forwarded in original and six copies to the Assistant to the Deputy Administrator (R & S) for recording and distribution. The information given on the form should include the following:

- 1 Brief summary of principal accomplishments to date, and
- 2 Specific reasons why the extension of time is requested.

C Review by Deputy Administrators. The Deputy Administrators shall exercise surveillance over the practices followed with respect to discontinuances and extensions of time of line projects under their supervision, and may, if they deem it advisable, require that such actions be submitted for their formal concurrence as a condition of approval.

(X)

D Responsibility for Deadlines. Divisions are responsible for anticipating completion dates for their line projects, and for initiating appropriate actions. However, the Assistant to the Deputy Administrator (R & S) shall endeavor to notify divisions of the approach of such dates.

XI REDESCRIPTION AND REAUTHORIZATION OF LINE PROJECTS

Descriptions of approved line projects that have been in effect over considerable periods of time usually fail to reflect current planning adequately. Whenever significant differences occur and, in any event, when the project has been in effect for a five-year period and the originating division desires to continue the line of work, the branch chief and the line project leader are responsible for initiating action for the revision of the line project description. An up-to-date description of the work shall be prepared on Form AD-149 in accordance with instructions given in Section VIII C above. Such action is required in the case of "continuing" projects as well as those showing a specific estimated date of completion. Revisions of line projects require the same review and approval as prescribed in this Instruction for new projects.

Oris V. Wells

Oris V. Wells
Administrator

Line Projects

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ACTION BY: Program Division Directors, Branch Chiefs,
Section Heads, and Line Project Leaders

Line Projects

I PURPOSE

The purpose of this Instruction is to (1) establish a line project system in AMS to conform with the Department's Uniform Project System as set forth in 6 AR, Chapter 3, Section 2; (2) set forth the objectives and summarize the responsibilities for the AMS system; and (3) outline the procedures to be followed in the preparation of line project descriptions, their referral, review, and approval; and in extending, discontinuing, or reauthorizing active line projects.

II CANCELLATION

AMS Instruction No. 119-1, Rev. 1, Line Projects, dated July 29, 1955, is superseded by this Instruction.

III DEFINITION OF LINE PROJECT

A line project reflects a specific segment of a work project. It is limited in scope of objective and, usually, in length of time required for completion. The active line projects collectively constitute the current work under a given research work project.

IV OBJECTIVES

A An objective of the line project system is to keep research workers with related fields of interest, or where work impinges upon related problems, currently informed regarding each other's activities, and thus encourage them to consult together and pool creative suggestions regarding research undertaken.

(IV)

B The objectives to be considered in the formulation and approval of line projects are as follows:

1 That the work is needed in the national interest and is in line with broad program objectives;

2 That the work is within the scope of the work project of which it is a part;

3 That the objectives and plans for work are sound;

4 That adequate personnel and facilities are available for prosecution of the project;

5 That the project is appropriately integrated with other work of the agency;

6 That the project is integrated with related work of other Departmental agencies and provisions made as needed for joint or cooperative planning and carrying out of the work;

7 That the project, in light of the best information available, does not unnecessarily duplicate work of other Departmental agencies or the work of other Federal, State, or private agencies whose findings are publicly available.

V AUTHORITY TO APPROVE LINE PROJECTS

Division directors have authority to approve line projects for initiation of work after the referral and review of the proposed line project as discussed in Section VIII C below, and upon determination that the project is in accord with the objectives as stated in Section IV above.

VI GENERAL RESPONSIBILITIES

A Department. General responsibility for supervision of the line project referral system in the Department is assigned to the Central Project Office of the Agricultural Research Service (hereafter referred to as CPO).

B Agricultural Marketing Service.

1 Responsibility for supervision of the system in AMS and for working with CPO on interagency phases of the operation is assigned to the Deputy Administrator for Marketing Research and Statistics (DRS).

(VI B)

2 Initiating divisions are responsible for the planning and formulation of new line projects. This planning and formulation will normally involve participation of the line project leader, the section head, the branch chief, and the division director. The objectives to be considered in the formulation are given in Section IV B above.

3 Those to whom projects are referred for review are responsible for considering (a) whether proposed line projects involve any overlapping or duplication of work, and (b) whether adequate arrangements are provided for consultation or cooperation on problems of mutual interest. They are invited also to suggest ways in which proposed projects could be improved from the standpoint of the overall program of AMS and of the Department as a whole.

VII WHEN AMS RESEARCH ACTIVITIES ARE TO BE DOCUMENTED

A The general policy in AMS is to reflect research efforts including those closely related or similar to research, in approved line project descriptions. It is recognized, however, that such descriptions will not reflect careful planning unless they are preceded by an exploratory or project planning period. These exploratory efforts are not commonly documented in line project descriptions.

B The branch chief is charged with the responsibility of authorizing exploratory work which is being undertaken within the scope of an approved work project and for keeping his division director appropriately informed of such work. It is also the branch chief's responsibility to determine when resources are being committed in such amounts and exploratory work has advanced to such a stage as to warrant formal documentation of a line project. No research worker should devote his efforts exclusively to undocumented exploratory work for extended periods.

VIII LINE PFOJECTS INITIATED WITHIN AMS

A Numbering System for Line Projects. Two methods of numbering line projects are used in AMS. These methods are described below:

1 A method of numbering which is brief yet descriptive has been developed for use by those organizational units where the structure of the organization makes such a method possible. The organizational units which will use this method and the symbol for each are as follows:

(VIII A 1)

Agricultural Economics Division (All Branches)

Farm Income Branch FI
Farm Population and Rural Life Branch FP
Statistical and Historical Research Branch SR

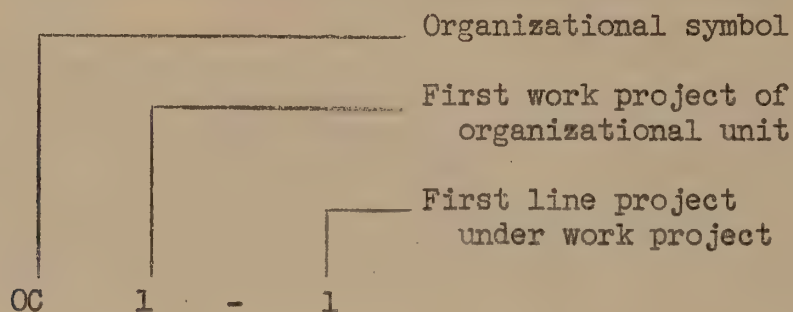
Marketing Research Division (All Branches)

* Biological Sciences Branch BS
Market Development Branch MD
Market Organization and Costs Branch OC
Transportation and Facilities Branch TF

Statistical Clearance and Standards SC

The number assigned to line projects of the organizational units listed above will consist of the appropriate symbol, the number of the parent work project, and a serial number (assigned by the organizational unit) to identify the particular line project.

Example:



If the line project description is revised, indicate this by attaching the abbreviation "Rev." to the serial number. Example: BS 1-3 Rev. If the description is revised again, indicate this by a serial number identifying the particular revision; e.g., BS 1-3 Rev. 2.

(VIII A)

2 All other organizational units in AMS having line projects shall identify such projects with the appropriate appropriation or subappropriation item.^{1/} These items and symbol for each are as follows:

Marketing Research and Agricultural Estimates RAE
(Agricultural Estimates Division will be the only
division to use this symbol)

Marketing Services MS

Payments to States, Territories and Possessions (State
Departments of Agriculture) SDA

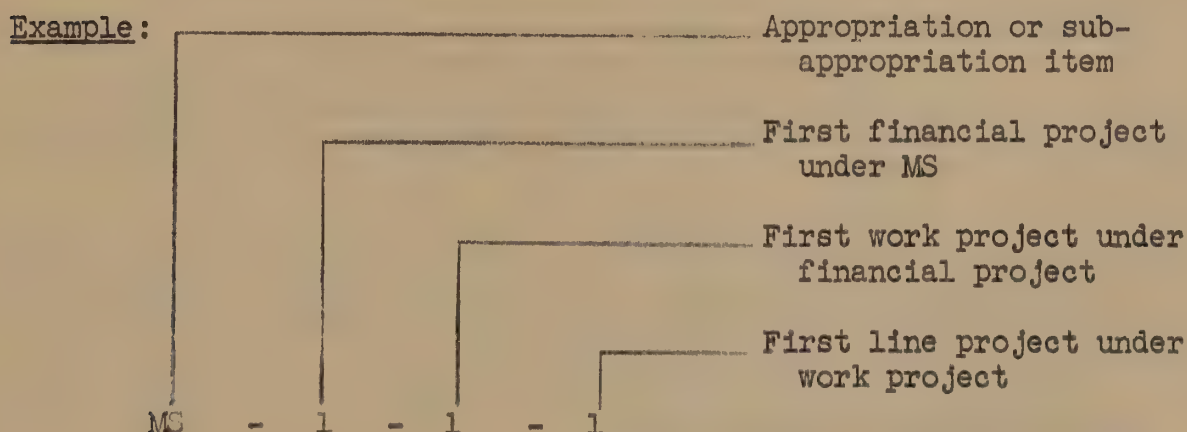
Repayment to Commodity Credit Corporation RCC

(National) School Lunch Program NSL

Perishable Agricultural Commodities Act PAC

Removal of Surplus Agricultural Commodities (Surplus
Removal Programs) SRP

Organizational units using this system of numbering should call the Assistant to the DRS for the serial number to be assigned to the line project to avoid duplicating a number already used by another unit. The following example illustrates how line projects are identified with the appropriation or subappropriation item:



If the project description is revised, indicate this in the same manner as prescribed in subparagraph 1 above. Example: MS-2-1-2 Rev.

^{1/} Some of the appropriation or subappropriation items listed here may not have work documented as line projects.

(VIII)

B Preparation of Line Project Descriptions. The initiating division shall prepare the line project description as indicated in Exhibit A, attached, using Form AD-149, Line Project Description.

C Line Project Referral and Review. The originating division shall forward the description in an original and six copies to the Assistant to the DRS. If the proposed line project description is one originating in a Marketing Services division, it should be forwarded via the Deputy Administrator for Marketing Services (DMS), who shall also initial it.

1 Assistant to the DRS. Upon receipt of the project description, the Assistant to the DRS shall:

a Review the description for adequacy and program content;

b Send the description to CPO which office reviews it for adequacy of information needed to understand the proposed work, and refers it to the appropriate agencies outside AMS for review;

c Refer it for review to any AMS divisions or branches having an interest or a related responsibility in the project. A referral form (Form AMS-30, Line Project Referral Sheet (AMS Projects)), will be used to obtain this review.

2 AMS Divisions and Branches. AMS divisions and branches to which proposed project descriptions are referred shall review such descriptions as prescribed in Section VI B 3 above, completing the review as promptly as possible and in no case later than the date indicated on the referral form.

a If the reviewing division or branch has no comments, such division or branch shall indicate this on the referral form in the space provided for this purpose and return it with the project description to the Assistant to the DRS.

b If there are comments, the reviewing division or branch shall send such comments by memorandum, in triplicate, to the Assistant to the DRS together with the referral form and project description received for review.

D Reconciliation and Adjustment.

1 Comments From AMS Divisions or Branches. The Assistant to the DRS shall forward the comments, where appropriate, to the initiating division. The initiating division shall consult with the reviewing divisions or branches

(VIII D 1)

regarding comments. Where questions raised are satisfactorily resolved by direct consultation, the Assistant to the DRS should be informed of the solutions agreed to. Where issues arise that cannot be thus resolved, they should be brought to the attention of the DRS who shall undertake to resolve the questions (consulting with the DMS where appropriate).

2 Comments by Agencies Outside AMS. Comments by agencies outside of AMS are received by the Assistant to the DRS who shall take up the questions involved with the initiating division (or with the DMS where appropriate) and make sure that proper steps are taken to resolve them. He shall inform CPO regarding solutions arrived at.

3 Project Clearance. When the review process has been completed, the Assistant to the DRS shall initial the project description indicating that any issues raised have been resolved, and return it (using Form AMS-31) to the initiating division for the director's approval (via the DMS if the project description originated in a Marketing Services division).

E Approval for Initiation of Work. The director of the originating division shall sign the project description in the "approved" space on AD-149 and notify the initiating branch that the project is approved for initiation of work.

F Duplication and Distribution. Upon approval of a project, the initiating division shall duplicate the project description as signed and shall send the original, bearing all signatures and initials, and seven copies to the DRS.

1 The Assistant to the DRS shall retain the original and one copy and shall distribute the other copies as follows:

- a One copy to the AMS Budget and Finance Division;
- b Three copies to CPO for project records and reserve file; and
- c Single copies to any cooperating division or branch, or cooperating agency outside AMS, or to others requesting copies because of special interest in the work.

(VIII F)

- 2 The initiating division shall send copies to:
 - a Line project leader and to each of his supervisors to the branch chief level; and
 - b Persons in charge of specific, detailed work if such work is being done at any location other than where the line project leader is located.

IX LINE PROJECTS INITIATED OUTSIDE AMS

A Line Project Referral and Review.

1 CPO will refer descriptions of proposed line projects originating outside AMS in which AMS has an interest or a related responsibility to the Assistant to the DRS to obtain AMS review. The Assistant to the DRS shall refer the project descriptions to appropriate divisions or branches within AMS for their review, using Form AMS-30-1, Line Project Referral Sheet (Non-AMS Projects).

2 AMS divisions or branches to which proposed project descriptions originating outside of AMS are referred shall review such descriptions as prescribed in Section VI B 3 above, completing the review as promptly as possible and in no case later than the date indicated on the referral form.

a If the reviewing division or branch has no comments, such division or branch shall indicate this on the referral form in the space provided for this purpose and return it with the project description to the Assistant to the DRS.

b If there are comments, the reviewing division or branch shall send such comments by memorandum, in triplicate, to the Assistant to the DRS together with the referral form and project description received for review.

B Reconciliation and Adjustment.

1 The Assistant to the DRS shall review any comments made by AMS divisions or branches and shall inform the initiating agency through the CPO by memorandum of the results of the AMS review. The initiating agency may consult directly with the reviewing division or branch as may be necessary for the reconciliation or adjustment of any substantial issues raised in the comments.

(IX B)

2 When necessary, CPO will consult with the Assistant to the DRS to assure that any issues raised in AMS comments are satisfactorily resolved before the project is cleared for approval by the initiating agency.

X LINE PROJECT DISCONTINUANCES AND EXTENSIONS OF TIME

When an active line project reaches its estimated date of completion as indicated in item 7 of AD-149, or when it has been in force five years, reappraisal by the division conducting the project is necessary. That division shall initiate action for either discontinuance or extension of time as prescribed in paragraphs A and B below in advance of the indicated date of completion. (A revised line project description should be prepared promptly whenever there is a significant change in the objectives, plan, or scope of work previously described. For redescription and reauthorization of such line projects, see Sec. XI below.)

A Discontinuances. The division director may, without the formal review prescribed in this Instruction for new project actions, approve the discontinuance of a line project. The division should inform cooperating agencies, or those whose work will be directly affected, in advance of such action. Notices of discontinuances are prepared on Form AD-157, Line Project Discontinuance or Extension (see Exhibit B). Upon approval they are forwarded in original and six copies to the Assistant to the DRS for recording and distribution.

B Extensions of Time. The division director may approve an extension of time for completion of a line project without the formal review prescribed in this Instruction for new project actions, as long as the extension will not continue the project beyond five years from the date of the last formal review. The division should inform cooperating agencies, or those whose work will be directly affected, in advance of such action. Notices of extensions of time are prepared on AD-157 (see Exhibit B). Upon approval they are forwarded in original and six copies to the Assistant to the DRS for recording and distribution.

C Review by Deputy Administrators. The Deputy Administrators shall exercise surveillance over the practices followed with respect to discontinuances and extensions of time of line projects under their supervision, and may, if they deem it advisable, require that such actions be submitted for their formal concurrence as a condition of approval.

(X)

D Responsibility for Deadlines. Divisions are responsible for anticipating completion dates for their line projects, and for initiating appropriate actions. However, the Assistant to the DRS shall endeavor to notify divisions of the approach of such dates.

XI REDESCRIPTION AND REAUTHORIZATION OF LINE PROJECTS

Descriptions of approved line projects that have been in effect over considerable periods of time usually fail to reflect current planning adequately. Whenever significant changes in the objectives, plan, or scope of work occur and, in any event, when the project has been in effect for a five-year period and the originating division desires to continue the line of work, the branch chief and the line project leader are responsible for initiating action for the revision of the line project description. An up-to-date description of the work shall be prepared on AD-149 in accordance with instructions given in Exhibit A, attached. Such action is required in the case of "continuing" projects as well as those showing a specific estimated date of completion. Revisions of line projects require the same review and approval as prescribed in this Instruction for new projects.

Oris V. Wells

Oris V. Wells
Administrator

LINE PROJECT DESCRIPTIONS

Line project descriptions are to be forwarded for referral and review as prescribed in Sec. VIII C in original and six copies. (If space on the form is not sufficient for all necessary information, attach continuation sheets, using plain paper.)

It is recommended that highly technical terminology be avoided except where it is required to describe adequately the plan of work.

The Office of the Deputy Administrator for Marketing Research and Statistics is available for consultation if assistance is needed in the preparation or handling of line projects.

Use official abbreviations for AMS and all organizational units above the originating unit. Give the name of the originating unit in full. (See example in 2)

Insert name of the person who will serve as point of contact on the project and the city in which he is located. Ordinarily this person should be the leader immediately in charge of the specific detailed work. Supervisory leaders may also be listed, but should be identified as such.

Show city and State if work is conducted at a limited number of locations; if work is conducted at many locations, show States only. Activities at different locations should be included within the scope of one line project only when they are closely correlated and coordinated.

The section head and/or branch chief signs the project description in these spaces, recommending the project to the division director. The division director, or his delegated representative, initials it in the margin, indicating that the project description is cleared for referral outside the division.

AD-149 REV. 9/54			UNITED STATES DEPARTMENT OF AGRICULTURE		1. NO.
LINE PROJECT DESCRIPTION					
2. SERVICE AND UNITS					
3. LINE PROJECT TITLE					
4. WORK PROJECT TITLE					
5. PROJECT LEADER AND ADDRESS					
6. LOCATION OF WORK					
7. ESTIMATED DURATION					
8. OBJECTIVE; 9. JUSTIFICATION; 10. PLAN OF WORK; 11. COOPERATION.					
8. Objective: State the objective briefly and to the point, indicating clearly the specific goal sought. (See example in 8)					
9. Justification: State the reasons for doing the work, such as (a) needs this project will fill, (b) advantage in doing work now, and (c) ways in which public welfare or scientific knowledge will be advanced. Be as specific as possible, stating the potential benefits in concrete terms where this is justified. Give also the significant relationships between this project and other specific recent or current projects or activities, whether of Federal, State, or private origin. Emphasize material that applies directly to the line project concerned. (See comments in 9)					
10. Plan of Work: Summarize the approach to be used in attaining stated objectives, indicating the essential phases of contemplated activities and giving some insight into methodology. Indicate the group to be surveyed if collection or analysis of statistical data is contemplated, and the significant variables and principal relationships involved if the project provides for controlled experimentation. The amount of detail should be sufficient in the plan of work to reflect careful planning. Convey an idea of the size of the undertaking. (See comments in 10)					
11. Cooperation: Indicate clearly the nature of the contribution of the cooperators and identify such cooperators wherever possible. If it is contemplated that part or all of the work will be done under contract, indicate the nature of the contractor's responsibility. (See examples in 11)					
12. SIGNATURES			TITLE		DATE
RECOMMENDED					
APPROVED					

1 Insert the line project identification number assigned in accordance with Sec. VIII A.

3 Indicate the nature and purpose of proposed activities as concretely as possible. (See example in 3)

4 Use exact title of the latest approved parent work project.

7 Estimate carefully the probable life of the project. The term "continuing" may be used for projects covering activities that are expected to continue indefinitely. No line project description may continue longer than five years from date of approval without review and reauthorization.

13 The division director approves the line project description, after referral and review described in Sec. VIII C, by signing in this space.

EXAMPLES AND FURTHER COMMENTS

2 **Example:**
The Market Surveys Section, Market Development Branch, Marketing Research Division, Agricultural Marketing Service, would appear as: AMS-MR-MD-Market Surveys Section.

3 The title used alone or in a list should give a good indication of what the project is about.
Example:
Costs and Benefits of Integrating Processing of Inedible Poultry Byproducts With Poultry Slaughtering and Evisceration.

8 **Example:**
To develop more efficient methods of collecting, handling, and processing inedible poultry byproducts within poultry slaughtering plants. To determine for plants of several sizes and types the costs, input-output relationships, labor, capital and materials specifications, and returns in processing inedible poultry byproducts into various feed supplements and other useful products as a continuation of poultry slaughtering operations on premises of a slaughtering plant. To determine the nature and amounts of savings, if any, which accrue to plants of various sizes and types by changes in techniques of handling and disposing of waste.

9 The justification statement should indicate how the proposed work will supplement studies already completed or under way without undesirable duplication of effort. If there is no related work, so state.

Indicate the significant relationships between this project and other research areas as listed below:

- (1) Other work of your own branch or division.
- (2) Work of other Department agencies.
- (3) Work of the Agricultural Experiment Stations, including regional projects (cite regional project number).
- (4) Work in industry (private agencies whose findings are publicly available).

Researchers should, in addition to their own knowledge and records, utilize information from the Central Project Office on current Departmental projects and from the corresponding file of State work in the State Experiment Stations Division, ARS.

In revised project descriptions, indicate the relationship of proposed work to that of the antecedent project. Also list publications or other documents released under antecedent project which summarize the results of work under the project by title, author, and date of publication. If there are none, so state.

10 Reviewers and administrative officials approving projects need to have as definite an indication as possible of the size of proposed undertakings. The size may be indicated by one or a combination of the following methods:

- (1) Indicate approximate number of AMS professional man-years per year. A statement indicating the clerical man-years per year should be included when an unusually large number of clerical personnel will be required.
- (2) When contracts may be involved, state the anticipated amount of AMS funds that will be required for such contracts. This amount may be shown as a range in dollars.
- (3) Where professional man-years or dollar statements are not feasible, clearly indicate the size of the undertaking in a narrative statement. This approach calls for greater detail than does (1) or (2) above.

On cooperative projects, indicate in the plan of work the size of AMS's contribution to the undertaking. Participation by others should be described under item 11, Cooperation.

11 **Example 1:**
Market administrators offices, State regulatory agencies, processors and distributors organizations, State Departments of Agriculture, and experiment stations will assist in planning the details of the study, selection of the individual plants, and distributors to be contacted for data. Market administrators offices and experiment stations will assist in the collection of data.

Example 2:
All parts of this project, except the biological tests with the wool samples, will be carried out under contract with the Lowell Technological Institute Research Foundation at Lowell, Massachusetts.

LINE PROJECT DISCONTINUANCE OR EXTENSION

Line project discontinuances or extensions are to be forwarded as indicated in Sec. X in original and six copies.

Use official abbreviations for AMS and all organizational units above the originating unit. Give the name of the originating unit in full.

Use identifying number shown on the line project description.

AD-157 1/56		UNITED STATES DEPARTMENT OF AGRICULTURE		1. NO.						
LINE PROJECT DISCONTINUANCE OR EXTENSION										
2. SERVICE AND UNITS										
3. PROJECT TITLE										
4. TYPE OF ACTION										
☐ DISCONTINUANCE FOR FOLLOWING REASONS: <table border="0"> <tr> <td>☐ PROJECT COMPLETED</td> <td>☐ APPLICATION OF FUNDS, PERSONNEL, OR FACILITIES TO HIGHER PRIORITY WORK</td> <td>☐ FURTHER INVESTIGATION NOT WARRANTED</td> </tr> <tr> <td colspan="3">☐ OTHER - EXPLAIN:</td> </tr> </table>					☐ PROJECT COMPLETED	☐ APPLICATION OF FUNDS, PERSONNEL, OR FACILITIES TO HIGHER PRIORITY WORK	☐ FURTHER INVESTIGATION NOT WARRANTED	☐ OTHER - EXPLAIN:		
☐ PROJECT COMPLETED	☐ APPLICATION OF FUNDS, PERSONNEL, OR FACILITIES TO HIGHER PRIORITY WORK	☐ FURTHER INVESTIGATION NOT WARRANTED								
☐ OTHER - EXPLAIN:										
☐ EXTENSION OF TIME TO (NEW ESTIMATED DATE OF COMPLETION): _____										
5. BRIEF SUMMARY OF PRINCIPAL ACCOMPLISHMENTS, INCLUDING PUBLICATIONS (FOR DISCONTINUANCES); OR REASON FOR EXTENSION OF TIME (FOR EXTENSIONS)										
BINDING MARGIN	5 For Discontinuances: A. Give a brief summary of principal accomplishments; B. List any publications or other documents which summarize the results of work under the project by title, author, and date of publication. If there are none, so state. (Any publication or document listed in previous extensions (if any) for this project need not be repeated.)		5 For Extensions: A. Give a brief summary of principal accomplishments <i>to date</i>; B. List any publications or other documents which summarize the results of work under the project by title, author, and date of publication. If there are none, so state. (Any publication or document listed in previous extensions (if any) for this project need not be repeated.) C. List specific reasons why the extension of time is requested.							
6. SIGNATURES										
RECOMMENDED		TITLE		DATE						
APPROVED										

The line project title should appear exactly as it appears on the line project description.

Indicate type of action by placing an "X" in the appropriate box, and, for discontinuances, indicate reason.

Discontinuances and extensions of line projects require signature at the same levels of administration as the original project proposals. Referral to and review by other agencies are not required.

AMS. AGRICULTURAL ECONOMICS DIV
STATISTICAL AND HISTORICAL
2-20-54 RESEARCH BRANCH
AMS-D2 AGRICULTURAL HISTORY SECTION

*ACTION BY: Program Division Directors, Branch Chiefs,
Section Heads, and Line Project Leaders*

Line Projects

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EXHIBITS:

AD-149, Line Project Description
AD-157, Line Project Discontinuance or Extension

*ACTION BY: Program Division Directors, Branch Chiefs,
Section Heads, and Line Project Leaders*

Line Projects

I PURPOSE

This Instruction (1) prescribes a line project system for research in AMS to conform with the Department's Uniform Project System as set forth in 6 AR, Chapter 3, Section 2; (2) sets forth the objectives and summarizes the responsibilities for the AMS system; and (3) outlines the procedures to be followed in the preparation of line project descriptions, their referral, review, and approval; and in extending, discontinuing, or reauthorizing active line projects.

II DEFINITION OF LINE PROJECT

A line project reflects a specific segment of a work project. It is limited in scope of objective and, usually, in length of time required for completion. The active line projects collectively constitute the current work under a given research work project.

III OBJECTIVES

Objectives of the line project system are to:

A Keep research workers with related fields of interest, or whose work impinges upon related problems, currently informed regarding each other's activities, and thus encourage them to consult together and pool creative suggestions regarding research undertaken; and

B Provide supervisory personnel an opportunity to consider the desirability of the project in relation to overall needs, current related studies, and funds to be expended.

IV FACTORS TO BE CONSIDERED

The following factors should be considered in the formulation and approval of line projects:

A That the work is needed in the national interest and is in line with broad program objectives;

B That the work is within the scope of the work project of which it is a part;

C That the objectives and plans for work are sound;

D That adequate personnel and facilities are available for carrying out the project;

E That the project is appropriately integrated with other work of the agency;

F That the project is integrated with related work of other Departmental agencies and provisions made as needed for joint or cooperative planning and carrying out the work; and

G That the project, in light of the best information available, does not unnecessarily duplicate work of other Departmental agencies or the work of other Federal, State, or private agencies whose findings are publicly available.

V AUTHORITY TO APPROVE LINE PROJECTS

The Deputy Administrator, Marketing Research, or his representative, is authorized to approve line projects for initiation of work (1) after the review and referral of the proposed line project as discussed in Section VIII C, and (2) upon determination that the project is in accord with the factors stated in Section IV.

VI GENERAL RESPONSIBILITIES

A Department. General responsibility for supervision of the line project referral system in the Department is assigned to the Central Project Office (CPO) of the Agricultural Research Service (ARS).

(VI)

B Economic Research Service. The Office of the Administrator, Economic Research Service (ERS), performs a service for AMS in the review and referral of line projects.

C AMS.

1 The Deputy Administrator, Marketing Research, is responsible for supervision of the line project system in AMS and for working with ERS and with CPO on interagency phases of the system.

2 Initiating divisions are responsible for the planning and formulation of new line projects. This planning and formulation will normally involve participation of the line project leader, the section head, the branch chief, and the Division Director. The factors to be considered in the formulation are given in Section IV.

3 Those to whom line projects are referred for review are responsible for considering (a) whether the proposed projects involve any overlapping or duplication of work, and (b) whether adequate arrangements are provided for consultation or cooperation on problems of mutual interest. They are invited also to suggest ways in which proposed projects could be improved from the standpoint of the overall program of AMS and of the Department as a whole.

VII DOCUMENTATION OF RESEARCH ACTIVITIES

A Undocumented Exploratory Work. The general policy in AMS is to reflect research efforts, including those closely related or similar to research, in approved line project descriptions. It is recognized, however, that such descriptions will not reflect careful planning unless they are preceded by an exploratory or project planning period. These exploratory efforts are not commonly documented in line project descriptions.

B Formal Documentation. The Division Director is responsible for authorizing exploratory work which is being undertaken within the scope of an approved work project and for keeping the Deputy Administrator, Marketing Research, appropriately informed of such work. It is also the Division Director's responsibility to determine when resources

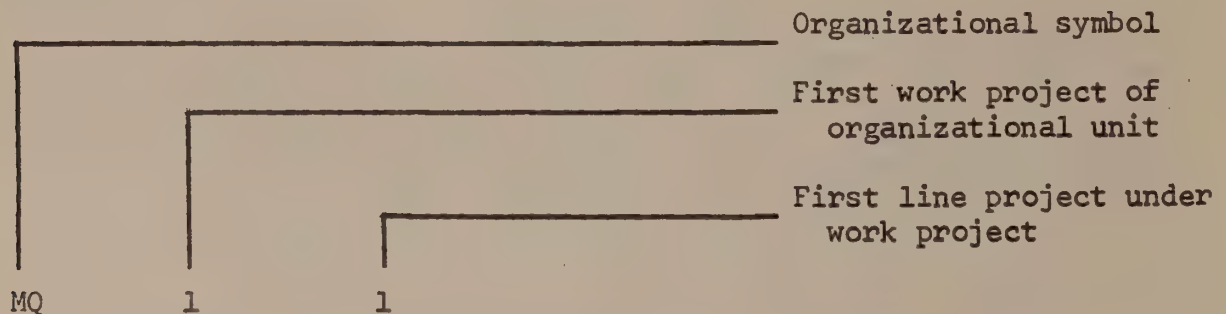
(VII B)

are being committed in such amounts and exploratory work has advanced to such a stage as to warrant formal documentation of a line project. Efforts should not be devoted exclusively to undocumented exploratory work for extended periods.

VIII LINE PROJECTS INITIATED WITHIN AMS

A Numbering System. A method of numbering which is brief, yet descriptive, shall be used by the AMS research divisions to number line projects. This number shall consist of the appropriate organizational symbol, the number of the parent work project, and a serial number (assigned by the organizational unit) to identify the particular line project.

Example:



B Preparation of Line Project Descriptions. The responsible division shall prepare line project descriptions as indicated in Exhibit A, attached, using Form AD-149, Line Project Description.

C Review and Referral.

1 Responsible divisions shall forward line project descriptions in an original and seven copies^{1/} to the Office of the Administrator, ERS, who reviews and refers it to:

^{1/} Azograph or mimeograph the copies to assure legibility.

(VIII C 1)

a Deputy Administrator, Marketing Research, AMS, for review and initialing; and interested AMS divisions for review; and

b CPO for review and referral to appropriate agencies outside AMS for review.

2 AMS Divisions to which proposed project descriptions are referred shall review such descriptions as prescribed in Section VI C 3, completing the review as promptly as possible and in no case later than the date indicated on the referral form.

a If there are no comments, the reviewing division shall indicate this on the referral form in the space provided and return it with the project description to the Office of the Administrator, ERS.

b If there are comments, the reviewing division shall send them by memorandum in triplicate (with a copy to the Deputy Administrator, Marketing Research) to the Office of the Administrator, ERS, together with the referral form and project description received for review.

D Reconciliation and Adjustment.

1 Comments From AMS Divisions. The Office of the Administrator, ERS, shall forward the comments, where appropriate, to the initiating division. The initiating division shall consult with the divisions or offices regarding comments.

a Where questions raised are satisfactorily resolved by direct consultation, the originating division shall inform the Office of the Administrator, ERS, and the Deputy Administrator, Marketing Research, of the solutions agreed to.

b Where issues arise that cannot be thus resolved, they should be brought to the attention of the Deputy

(VIII D 1 b)

Administrator, Marketing Research, who shall undertake to resolve them (consulting with the Deputy Administrator, Marketing Services, and the Deputy Administrator, Regulatory Programs, where appropriate).

2 Comments From Agencies Outside AMS. Upon receipt of comments from agencies outside AMS, the Office of the Administrator, ERS, will take them up with (a) the Deputy Administrator, Marketing Research; and (b) the initiating division. The Office of the Administrator, ERS, will inform CPO regarding the solutions agreed upon.

E Project Clearance and Approval. When the review process has been completed, the Office of the Administrator, ERS, will send the project description to (1) the Deputy Administrator, Marketing Research, for approval; (2) the CPO for concurrence by the Deputy Administrator for Research Planning and Coordination, ARS; and (3) to the originating division.

F Duplication and Distribution. The initiating division shall duplicate the project description and return the requested number of copies to the Office of the Administrator, ERS, for distribution to CPO, any cooperating division, cooperating agency outside AMS, or to others requesting copies because of special interest in the work. The initiating division is responsible for distributing copies of approved projects within the division and elsewhere as needed.

IX LINE PROJECTS INITIATED OUTSIDE AMS

A Review and Referral. Descriptions of proposed line projects originating outside AMS, in which AMS has an interest or a related responsibility, are referred by CPO to the Office of the Administrator, ERS, to obtain AMS review. The Office of the Administrator, ERS, will refer such descriptions to appropriate divisions or offices within AMS for review. AMS divisions or offices to which such descriptions are referred shall review them as prescribed in Section VI C 3, completing the review as promptly as possible and in no case later than the date indicated on the referral form.

(IX A)

1 If there are no comments, the reviewing division or office shall indicate this by initialing the referral form in the space provided and return the description to the Office of the Administrator, ERS.

2 If there are comments, the reviewing division or office shall send them by memorandum in triplicate (with a copy to the Deputy Administrator, Marketing Research) to the Office of the Administrator, ERS, together with the referral form and project description received for review.

B Reconciliation and Adjustment.

1 The reviewing division or office may be consulted directly by the initiating agency as necessary to reconcile or adjust any substantial issues raised in the comments.

2 When issues arise that cannot be thus resolved, the reviewing division or office shall bring them to the attention of the Deputy Administrator, Marketing Research, who shall resolve them (consulting with the Deputy Administrator, Marketing Services, and the Deputy Administrator, Regulatory Programs, where appropriate). The Deputy Administrator, Marketing Research, will inform the Office of the Administrator, ERS, by memorandum (in triplicate) of the resolution of questions raised by AMS personnel.

X DISCONTINUANCES AND EXTENSIONS

Action to discontinue or extend a line project is needed whenever an active line project reaches its estimated completion date which is indicated in Item 7 of AD-149. Also, any line project in effect for 5 years must be discontinued unless a review discloses that an active line project is needed to complete the work already started. Divisions are responsible for anticipating project completion dates and for initiating appropriate actions. However, the CPO will notify divisions of the approach of such dates.

A Discontinuances. The Division Director may, without the formal review prescribed in this Instruction for new project actions,

(X A)

recommend the discontinuance of a line project. The division shall inform cooperating agencies, or those whose work will be directly affected, in advance of such action.

1 The responsible division shall prepare notices of discontinuances on Form AD-157, Line Project Discontinuance or Extension, as illustrated in Exhibit B, attached. Forward the original and six copies, bearing the Division Director's recommending signature, to the Office of the Administrator, ERS.

2 The Office of the Administrator, ERS, shall (a) obtain the approval of the Deputy Administrator, Marketing Research, for the discontinuance of a line project; and (b) make appropriate distribution including the return of two copies to the initiating division.

B Extensions. Extension of time for completion of a line project may be approved without the formal review prescribed for new project actions as long as the extension will not continue the project beyond 5 years from the date of approval. The division shall inform cooperating agencies, or those whose work will be directly affected, in advance of such action.

1 The responsible division shall prepare notices of extensions of time for line projects on AD-157, as illustrated in Exhibit B, attached. Forward the original and six copies, bearing the Division Director's recommending signature, to the Office of the Administrator, ERS.

2 The Office of the Administrator, ERS, shall (a) obtain the approval of the Deputy Administrator, Marketing Research, for the extension of a line project; and (b) make appropriate distribution including the return of two copies to the initiating division.

XI REAUTHORIZATION OF LINE PROJECTS

A When To Reauthorize.

1 The Division Director is responsible for initiating action for the reauthorization of a line project as a revised or a

(XI A 1)

superseding project whenever (a) significant changes in the objectives, plan, or scope of work occur; or (b) the project has been in effect for a 5-year period and the originating division requires a project under which to carry on work already started.

2 A line project shall not be continued beyond a limited time under its original documentation after any portion of it has been superseded. The portion which is not superseded, however, may be continued for a limited time in order to complete the analysis and publication (usually not longer than a few months).

B How To Reauthorize.

1 Current Descriptions.

a Descriptions of approved line projects that have been in effect over considerable periods of time usually fail to reflect the current situation. The responsible division shall prepare an up-to-date line project description, covering the work to be performed, on AD-149, as indicated in Exhibit A.

b When writing a reauthorized line project description, the phase(s) of the preceding project(s) that have been completed may be described in more general terms than work yet to be done.

2 Review and Approval. Revised or superseding line projects require the same review and approval as new line projects (see Section VIII).

XII DESIGNATION AND NUMBERING OF REAUTHORIZED PROJECTS

A Superseding Projects.

1 Designate a reauthorized line project as "superseding" when:

a There has been a change in the work project number so that it would not be appropriate to use the previous number,

(XII A 1)

b Portions of two or more previous projects are combined in the reauthorized project with or without deletions or additions, or

c Two or more reauthorized projects are taking the place of one previous project.

2 Identify "superseding" line projects by entering in item 1 of AD-149 the project(s) superseded. Example: "Supersedes TF 2-1 and TF 2-2." When a preceding project is superseded by more than one line project, so indicate. Example: "Supersedes TF 2-1 in part."

B Revised Projects.

1 Designate a reauthorized line project as "revised" except as indicated in paragraph A 1 above.

2 Number a "revised" project the same as the project which it succeeds with the addition of "R" to indicate revision. For a second revision, use "R2."



S. R. Smith
Administrator

Attachments

Item 1. No. Enter the identifying number assigned to the line project by the division (see Section VIII A).

Item 2. Service and Units. Enter "AMS" and organizational symbol of the division. Give the full name of the smallest unit shown.

Item 3. Line Project Title. Indicate the nature and purpose of proposed activities as concretely and briefly as possible. The title, used by itself or in a list, should give a good indication of the nature of the project.

Item 4. Work Project Title. Use the exact title of the latest approved pertinent work project.

Item 5. Project Leader & Address. Enter the name and address of the person who will serve as point of contact on the line project. Ordinarily, this will be the leader immediately in charge of the specific, detailed work. Supervisory leaders may also be listed but should be identified as such.

Item 6. Location of Work. Show headquarters and field station(s), city, and State when work is conducted at a limited number of locations; when conducted at many locations, show State(s) only. (Activities at different locations should be included within the scope of one line project only when they are closely correlated and coordinated.)

Item 7. Estimated Duration. Give a careful estimate of the probable life of the project. The term "continuing" may be used for line projects involving continual activity. (No line project may continue longer than 5 years from the date of approval without review and reauthorization.)

Item 8. Objective. Make the statement of objectives brief and to the point, indicating clearly the specific goal sought.

AD-149 REV. 2/58		UNITED STATES DEPARTMENT OF AGRICULTURE		1. NO.	
		LINE PROJECT DESCRIPTION		MQ 1-3	
2. SERVICE AND UNITS AMS-MQ, Stored-Product Insects Branch					
3. LINE PROJECT TITLE Insect Damage in Corn Stored in Southern States					
4. WORK PROJECT TITLE Stored-Grain Insect Damage					
5. PROJECT LEADER AND ADDRESS Elmer J. Herbst Room 112, Bg - 048 - P, Beltsville, Md.					
6. LOCATION OF WORK MQ Division, Stored-Product Insects Branch, Beltsville, Maryland. -- Texas - Virginia - Georgia				7. ESTIMATED DURATION Two years	
8. OBJECTIVE		9. JUSTIFICATION - Current Need - Potential Value - Relation to Other Work		10. PLAN OF WORK - Essential Steps Involved - Size of Undertaking	
				11. COOPERATION - Names of Cooperators - Nature of Cooperation	
8. To determine (a) the relative importance and abundance of the more important stored-grain insects that attack corn in the Southern States, (b) types and extent of damage done, and (c) correlation between insect damage and loss in nutritional value.					
Because of the length of the information normally included for items 9, 10, and 11, sample items are not provided in this exhibit.					
12. SIGNATURES		TITLE		DATE	
RECOMMENDED H.B. Wasey		Chief, Stored-Product Insects Branch		3-5-63	
William T. Scope		Director, Market Quality Research Division		3-8-63	
Approved		Deputy Administrator, Marketing Research, AMS			
APPROVED Concurred		Deputy Administrator, Res. Planning & Coordination, ARS			

Item 9. Justification. State the reasons for doing the work, justifying its need in the national interest and indicating the contribution the work will make toward achieving broad Department and AMS program objectives. Indicate support accorded the proposed research by advisory committees, producer and industry associations, and public agencies. State expected or potential benefits in terms as concrete as can be justified. Indicate significant relationships and how the proposed work will supplement studies already completed or under way without undesirable duplication of effort. In indicating these relationships, include such of the following as may be pertinent:

- (a) Other work of your own division.
- (b) Work of other divisions or Department agencies.
- (c) Work of the agricultural experiment stations, including regional projects (cite regional project number).
- (d) Work in other Federal and State agencies and in industry (private agencies whose findings are publicly available).

If there is no significantly related work, so state. Use information from the CPO on current Department projects and from the corresponding file of State work in the Cooperative State Experiment Stations Service. For a reauthorized line project description (revised or superseding), give the highlights of findings or results for preceding projects. Also list by title, author, and date, publications which summarize the results. If there are none, so state.

Item 10. Plan of Work. Summarize the approach to be used in attaining stated objectives. Indicate the essential phases of contemplated activities, giving some insight into methodology, and conveying an idea of the size of the undertaking. In projects that provide for controlled experimentation, indicate clearly the significant variables and principal relationships involved. If collection or analysis of statistical data is contemplated, indicate the groups to be surveyed or methods of analysis. Avoid the use of highly technical terminology except where it is required to describe adequately the plan of work. Keep in mind that readers and reviewers of projects, while usually men of professional training, may not be specialists in the particular field concerned. Reviewers and officials approving projects need to have as definite an indication as possible of the size of proposed undertakings. Long-range predictions may be impossible for certain work in which the ultimate size of the project depends upon the degree of promise shown in the initial stages. In such cases, indicate this and estimate only the size contemplated for the foreseeable future. On cooperative projects, indicate in the plan of work the size of AMS' contribution to the undertaking. (Describe participation by others under Item 11, "Cooperation.")

Item 11. Cooperation. Identify the principal cooperators, wherever possible, at the time the project is written; identify other cooperators as desired. Indicate the nature of their contribution in terms of what each cooperator will do. Use more specific terms than "formal" and "informal" cooperation. If it is contemplated that part or all of the work will be done under contract, indicate the nature of the contractor's responsibility.

Item 12. Signatures, etc. Provide a space for the concurrence by the Deputy Administrator for Research Planning and Coordination, ARS, by inserting "Approved" in the next to the last line and inserting "Concurred" in line 4, as illustrated.

Item 1. No. Use identifying number shown on the line project description.

Item 2. Service and Units. Use official abbreviations for AMS and all organizational units above the originating unit. Give the name of the originating unit in full.

Item 3. Project Title. The line project title should appear exactly as it appears on the line project description.

Item 4. Type of Action. Check only one block.

Check the first block if the project is being discontinued because all or a major portion of the work outlined in the project description has been completed.

Check the second block if the project is being discontinued because all or a major portion of the work outlined in the project description is being suspended.

Check the last block if extension of time to complete work is required. Extension of time is possible only if (a) the current project description still reflects the work under way, and (b) the period of extension will not prolong the life of the project beyond 5 years from the date of approval of the current project description.

AD-157 11/58		UNITED STATES DEPARTMENT OF AGRICULTURE LINE PROJECT DISCONTINUANCE OR EXTENSION		1. NO. MQ 1-3	
2. SERVICE AND UNITS AMS-MQ, Stored-Product Insects Branch					
3. PROJECT TITLE Insect Damage in Wheat Stored in Mid-Western States.					
4. TYPE OF ACTION (Check one) ☒ DISCONTINUANCE DUE TO COMPLETION OF ALL OR MAJOR PART OF WORK. ☐ DISCONTINUANCE WITHOUT COMPLETION OF ALL OR MAJOR PART OF WORK. ☐ EXTENSION OF TIME TO (NEW ESTIMATED DATE OF COMPLETION):					
5. DISCONTINUANCE -Summary of main accomplishments -List of principal publications -Why work stopped if all or major part not completed			5. EXTENSION OF TIME -Reason for extending		
Because of the length of the information usually included for item 5, a sample item is not provided in this exhibit.					
6. SIGNATURES					
RECOMMENDED		HB Wazey		Chief, Stored-Product Insects Branch	
William T. Scope		Director, Market Quality Research Division		4-15-63	
APPROVED		Deputy Administrator, Marketing Research, AMS			

Item 5. Discontinuance. The summary of accomplishments should be brief but informative.

List any publications or other documents which summarize the results of work under the project by title, author, and date of publication. If there are none, so state. Publications not yet issued at the time of project discontinuance should be described as definitely as possible. (Publications or documents listed in any previous extension need not be repeated.)

For projects discontinued without completion there should be a statement that will serve to explain and justify the action. If a major part of the work included in a project description is to be incorporated in a revised project description, the old project is considered superseded rather than discontinued, and AD-157 should not be used.

Item 5. Extension of Time. Give specific reasons why the extension of time is requested. Also include statements on the accomplishments to date which justify the extension of the work. Any publications or other documents which summarize the results of the work may also be listed if desired. (Publications or documents listed in any previous extension need not be repeated.)

Item 6. Signatures, etc. Indicate appropriate titles, organizational elements, and dates.

ACTION BY: Program Division Directors and Branch Chiefs

Formulation, Review, and Approval of
Proposed Financial and Work Projects

I PURPOSE

The purpose of this Instruction is to (1) establish procedures in AMS for the preparation and approval of new or revised financial and work projects; and (2) transmit ARS Administrative Memorandum No. 110.1, Project Structure, Documentation, Clearance Procedures, and Numbering Systems; and Budget and Finance Memorandum No. 324, Revised Forms and Instructions for Preparation of Financial and Work Project Descriptions, which is attached as Exhibit A to ARS Memorandum No. 110.1.

II FINANCIAL PROJECTS

In AMS, as in ARS, it is contemplated that financial projects will correspond with the principal projects indicated in the Project Statements appearing in the printed Hearings on the Agricultural Appropriations for 1955; i.e., "Marketing Research," etc., and "Market News Service," etc. The Deputy Administrators will consult with their division directors regarding the need to prepare new or revised financial project descriptions in conformance with this structure. Such project descriptions will be prepared on Form AD-144 (Rev. 9/54), Financial Project Description, in accordance with Budget and Finance Memorandum No. 324. Original and six copies will be sent to the Budget and Finance Division, AMS, for routing through proper channels for clearance and approval.

III AUTHORITY TO APPROVE WORK PROJECTS

The Deputy Administrators have authority to approve work projects in their respective areas of responsibility subject to referral and review as set forth in Section V B below, and subject to the requirements set forth in Budget and Finance Memorandum No. 324 for concurrence by the Director of Finance and, in the case of research projects, for the additional approval of the Agricultural Research Administrator pursuant to his Department-wide responsibilities for coordination of research.

IV GENERAL RESPONSIBILITIES

A Department. General responsibility for supervision of the work project referral system in the Department is assigned to the Central Project Office of the Agricultural Research Service (hereafter referred to as CPO).

B Agricultural Marketing Service.

1 Responsibility for supervision of the work project system in AMS and for working with CPO on interagency phases of the operation is assigned to the Deputy Administrator for Marketing Research and Statistics. Responsibility for coordination in the development of new or revised financial projects is a responsibility of the Budget and Finance Division, AMS, as part of the budget formulation process. Referrals of financial projects to the CPO will be through the Office of the Deputy Administrator for Marketing Research and Statistics.

2 Those to whom work projects are referred for review are responsible for considering whether proposed projects (a) provide a satisfactory delineation of fields of work, and (b) take proper cognizance of the need for coordination of work in related fields.

V WORK PROJECTS INITIATED WITHIN AMS

A Preparation of Work Project Descriptions. Instructions for the preparation of work project descriptions are contained in Budget and Finance Memorandum No. 324. A description of a proposed work project is prepared within the initiating division on Form AD-145 (Rev. 9/54), Work Project Description.

In submitting work projects for approval the originating division should list (1) existing work projects that are to be superseded by the proposed project, and (2) current line projects that are to be reassigned to the proposed work project.

The appropriate officials within the originating division shall sign the work project indicating their recommendations of the project and its clearance for referral outside of the division. The originating division shall attach any suggestions it may have regarding other divisions, within or outside AMS, to which the project should be referred for review, and shall forward an original and six copies of the description to the Research Assistant to the Deputy Administrator for Marketing Research and Statistics. If the proposed work project description is one originated by a Marketing Services division, it should be forwarded via the Deputy Administrator for Marketing Services, who will also initial it.

B Project Referral and Review.

1 Research Assistant. Upon receipt of the work project description, the Research Assistant will:

(V B 1)

a Review the description for adequacy and program content;

b Refer it for review to the Budget and Finance Division, AMS, and to any AMS divisions having an interest or a related responsibility in the project. Form AMS-50, Work Project Referral Sheet, will be used to obtain this review.

c Refer the description to CPO to obtain review by appropriate agencies outside AMS as provided by ARS Administrative Memorandum No. 110.1.

2 AMS Divisions. AMS divisions to which proposed project descriptions are referred shall review such descriptions as prescribed in Section IV B 2 above, completing their review as promptly as possible. A maximum of three weeks is allowed for such review.

a If the reviewing division has no comments, such division shall indicate this on the referral form and return the form with the project description to the Research Assistant.

b If there are comments, the reviewing division will send such comments by memorandum, in triplicate, to the Research Assistant, together with the referral form and project description received for review.

C Reconciliation and Adjustment.

1 The Research Assistant will take up with the initiating division any comments received from reviewing divisions or agencies, and will assist in bringing about the resolution of any issues that may arise. He will consult CPO regarding solutions of issues raised by reviewing agencies outside of AMS.

2 When the review process has been completed, the Research Assistant will initial the work project description indicating that any issues raised have been resolved, submit the project to the appropriate Deputy Administrator for signature of approval, and forward the project to CPO to obtain further approval, if necessary, and concurrence.

D Duplication and Recording. When the project has been finally approved, CPO will return a conformed copy to the Research Assistant. He will forward it to the initiating division, which will duplicate it as signed and send eight copies to the Research Assistant for distribution as follows:

(V D)

1 Two copies to the AMS Budget and Finance Division.

2 One copy to the Deputy Administrator for Marketing Services where appropriate.

3 Three copies to CPO for project records and reserve file.

4 Single copies to AMS divisions or branches, or agencies outside AMS requesting a copy because of special interest in the work.

VI WORK PROJECTS INITIATED OUTSIDE AMS

A CPO will refer descriptions of proposed work projects originating outside AMS in which AMS has an interest or a related responsibility to the Research Assistant to obtain review in AMS. The Research Assistant will refer the project descriptions to appropriate divisions within AMS for their review.

B If a reviewing division has no comments, it will so indicate on the referral form (Form AMS-50-1) accompanying the description, and will return this form with the project description to the Research Assistant. If there are comments, the reviewing division will send such comments by memorandum, in triplicate, to the Research Assistant together with the referral form and project description received for review.

Reviewing divisions should return project proposals referred to them promptly, and in no case later than the due date indicated on the referral form.

C The Research Assistant will review any comments made by AMS divisions and will inform the initiating agency through the CPO by memorandum of the results of the AMS review.

D CPO will consult with the Research Assistant to assure that any issues raised in AMS comments are satisfactorily resolved before clearing the project for approval.

VII NOTICES OF DISCONTINUANCE OF FINANCIAL AND WORK PROJECTS

Request for discontinuance of a financial or work project is prepared on Form AD-146, Project Discontinuances and Extensions, and the original and six copies are forwarded to the appropriate office indicated in Sections II and V above. Discontinuance of financial and work projects requires the same approval and concurrence as initiation of such projects.

O. V. Wells

O. V. Wells, Administrator

Attachment

Page 4

10-18-54

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Service
Washington 25, D. C.

9/28/54

ADMINISTRATIVE MEMORANDUM NO. 110.1

To: All ARS Divisions and Branches, and Department Agencies
Engaged in Research, Marketing Service, and Statistical
Activities

From: B. T. Shaw, Administrator

Subject: Project Structure, Documentation, Clearance Procedures, and
Numbering Systems.

I PURPOSE

This Administrative Memorandum provides the broad outline of necessary modification in project structure, documentation, clearance procedures and numbering to fit the reorganized programs of Departmental agencies engaged in research, marketing service, and statistical activities.

II BACKGROUND

A joint memorandum from the Administrators of ARS and AMS on the subject "The Reorganization and Project Structure under the Uniform Project System" was sent to the Director of Finance under date of 6/21/54. This memorandum, which many of you have studied, suggested broadening the scope of the financial project to the broad fields of work assigned to the Directors of Research or of Regulatory Programs, introduction of a new "program project" to conform to the program areas of the several branches under their direction, and preservation of work and line projects substantially as we now know them.

After study of this proposal in the Office of Budget and Finance (B&F) and joint conferences on the subject, a memorandum from the Director of Finance was received under date of 7/28/54. This memorandum recognized the need to broaden the scope of the financial project in many instances because of reorganization. It pointed out, however, that program projects were not well adapted to the needs of all departmental agencies and suggested their optional use on an unofficial basis without recognizing them as a part of the Uniform Project System.

Further study of this problem has now made it possible to fill in the broad outlines of procedures to be followed in project documentation, numbering, and approval.

III

FINANCIAL PROJECTS

The financial project will continue to be defined as the first unit of work under an appropriation or subappropriation item. It is contemplated that in ARS, financial projects will correspond with the principal projects indicated in the Project Statements appearing in the printed House Hearings for the 1955 budget, i.e., "Crops Research," "Farm and Land Management Research," etc. This would give a total of 9 financial projects for ARS under its appropriation "Salaries and Expenses".

It is now appropriate for each Director in ARS and appropriate officials in other Services, where reorganization makes it necessary, to proceed with the preparation of financial projects in accordance with the instructions contained in B&F Memorandum No. 324, dated 9/24/54, "Revised Form and Instructions for Preparation of Work and Financial Project Descriptions," (Exhibit A). Additional supplies of this memorandum are available from the Central Project Office (CPO). In ARS, and in the research divisions of AMS, it is suggested that each director ask his branch chiefs to prepare descriptions covering the work of their individual branches to be used by the director in preparing the official financial project description which would contain under item 5, "General Purpose and Character of Principal Fields of Activity," a separate section devoted to the work of each branch. For example, item 5 of the financial project for Crops Research would contain sections under the following side headings, (1) Field Crops, (2) Horticultural Crops, and (3) Entomology.

Clearance of financial projects will be in accord with the instructions on signatures given in B&F Memorandum No. 324. The CPO will assist in clearance by routing financial projects through the proper channels. Arrangements have been made with B&F to accept memoranda requesting blanket discontinuances of large numbers of old financial projects rather than having Form AD-1146 submitted for each such project.

IV

WORK PROJECTS

Work projects will continue to constitute the second level of project documentation, representing well-defined segments of work oriented around commodities, functions, or services, and providing a logical portrayal of the important fields of work under the parent financial project. In general, one or a limited number of work projects will constitute the project documentation of the work of a branch in ARS and AMS, or of a comparable organizational unit in other agencies. Work projects involving research will in general be further documented through line projects. In statistical, service, and regulatory programs the work project will ordinarily be the smallest unit of activity that is documented.

The work project will continue to be primarily an instrument of administrative accountability and progress reporting. For budgetary purposes, accounting support is required only at the financial project level. When accounting support is not practicable for a work project, the best estimate possible of the cost of such project will be made, usually only once each year.

Preparation of new work project descriptions will be needed in most cases where there has been substantial realignment of responsibility. B&F Memorandum No. 324 contains the currently applicable form and instructions (Exhibit A). Many of the work projects documented before reorganization will not need to be rewritten but must be realigned in terms of number changes. It will not be necessary to rewrite work projects merely to comply with the latest form and instructions. The CPO will be glad to discuss needs for further documentation at the work project level.

Signature requirements for work projects are indicated in the instructions issued in B&F Memorandum No. 324. Prior to their approval, proposed work projects will be subject to review by other agencies with related interests and responsibilities. Referrals of work projects to interested agencies for review purposes will be made by the CPO.

V LINE PROJECTS

Procedures with respect to line projects have already been developed and put into operation. The official releases that apply in this area are listed as follows:

1. ARS Administrative Memorandum No. 114.1 dated 1/15/54, "Formulation, Referral and Approval of Line Projects."
2. CPO Memorandum dated 6/1/54, "Referral of Line Projects." (This issued temporary instructions which are still in effect slightly altering procedures for referral and review as described in ARS Administrative Memorandum 114.1 above).
3. B&F Memorandum No. 302 dated 6/1/54, "Revised Form and Instructions for Preparation of Line Project Descriptions."

Supplies of all three memoranda are available from the CPO.

VI NUMBERING SYSTEMS

The present method of numbering projects under the Uniform Project System is continued without change, except as hereinafter indicated. In ARS, and in the Research Divisions of AMS, it is desirable to recognize the branch as the originator of work and line projects. Hence the branch designation is introduced into the numbering plan.

This will be accomplished by inserting the organizational abbreviation for the branch (see Exhibit B) in parenthesis just ahead of the appropriation symbol in the complete number, e.g.:

Agency designation
Branch designation (appears only
in case of work & line projects)
Appropriation or subappropriation
item
First financial project under A
First work project in FC Branch
First line project under (FC) A-1-1

ARS (FC) A - 1 - 1 - 1

The branch designation however will not appear on the financial project number. For example, the six financial projects covering ARS research will be numbered as follows:

ARS A-1 (Crops Research)
ARS A-2 (Farm and Land Management Research)
ARS A-3 (Livestock Research)
ARS A-4 (Human Nutrition and Home Economics Research)
ARS A-5 (Utilization Research)
ARS A-6 (Administration of Payments to States and Territorial Research)

NOTE: In the above numbers the "A" stands for the subappropriation item "Research."

Financial projects covering ARS regulatory programs will be numbered as follows:

ARS B-1 (Plant Disease and Pest Control)
ARS B-2 (Animal Disease and Pest Control)
ARS C-1 (Meat Inspection)

NOTE: In the above numbers the "B" stands for the subappropriation item "Plant and Animal Disease and Pest Control" and the "C" stands for the subappropriation item "Meat Inspection."

To meet the frequently expressed need for less cumbersome numbers, abbreviated versions of work and line project numbers for ARS and for the research Branches of AMS will be used in the CPO and in the working files of the Branches concerned, as indicated in the following examples for ARS:

Work Projects. The work project number will consist of the letters representing the official organizational abbreviation for the branch and a numeral.

e.g. HE 1 would be the first work project in the Home Economics Research Branch.

Where it would be useful to the branch concerned, groupings of work projects may be indicated in the work project designator.

e.g. FC a1 means:-

FC = Field Crops Research Branch

a = Cereal Crops Investigations

1 = First work project in Cereal Crops group

e.g. FC b1 means:-

FC = Field Crops Research Branch

b = Cotton and Other Fiber Crops Investigations

1 = First work project in Cotton and Other Fiber Crops group

Line Projects. The line project number will consist of the number of the parent work project plus a number to identify the particular line project.

e.g. HE 1-1 (the first line project under work project HE 1)

e.g. FC a1-1 (the first line project under work project FC a1)

e.g. FC b1-1 (the first line project under work project FC b1)

To aid the B&F the CPO will insert the complete project number on the copies of work projects transmitted for official action.

The CPO will be glad to discuss numbering systems and the need for renumbering existing projects with the agencies concerned.

B.T. Shaw

Administrator

Concurred:-

Oreio V. Vello

Administrator, AMS

Joseph B. Wheeler

Director of Finance

Exhibit A
AM 110.1
9/28/54

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Budget and Finance
Washington 25, D. C.

DISTRIBUTION
Short List

September 24, 1954

BUDGET AND FINANCE MEMORANDUM NO. 324

Revised Forms and Instructions for Preparation of
Financial and Work Project Descriptions

1. PURPOSE. This memorandum provides revised instructions for the completion of Forms AD-144, Financial Project Description, and AD-145, Work Project Description. Copies of the revised forms are also attached.
2. CHANGES FROM PREVIOUS INSTRUCTIONS. Besides reflecting changes in the organizational unit and signature spaces of financial and work project description forms to conform to the new organizational pattern of the Department, the major change of instructions covers line 5 of the revised financial project form. The information requested is now titled "General Purpose and Character of Principal Fields of Work", instead of "A.-Object; B.-General Approach; C.-Origin and Brief History of Problem". This change recognizes the need for flexibility in descriptions of financial projects, which may cover broad programs in some agencies and narrower fields of work in others.
3. DISTRIBUTION AND AVAILABILITY OF REVISED FORMS AND INSTRUCTIONS. This memorandum should be made available to all Department personnel with responsibilities relating to the preparation or review of financial and work projects. Additional copies may be obtained from the Central Project Office of the Agricultural Research Service. Agencies are authorized to use the current version of Forms AD-144 and AD-145 by modifying them according to the revised format until supplies in stock are exhausted.

This memorandum will be codified
in the Administrative Regulations

Joseph L. Wheeler
Director of Finance

Attachments

INSTRUCTIONS FOR PREPARATION OF FINANCIAL PROJECT DESCRIPTIONS

1. Number. Give full key number relating financial project to its parent appropriation item. For example, the symbol A-2 might designate the second financial project under the appropriation or subappropriation item A.
2. Agency and Units. Abbreviate the name of the agency, and, as specifically as possible, identify the organizational units within the agency that will be responsible for the activities involved.
3. Financial Project Title. State the financial project title.
4. Appropriation and Subappropriation. Indicate title of related appropriation, and subappropriation, if any.
5. General Purpose and Character of Principal Fields of Work. Describe the important aspects and objectives of the work within each major field of continuing activity, giving some indication of the underlying needs to be met. A comprehensive but concise statement is desired, leaving detailed information to subsidiary work and line project descriptions. Financial projects which are not susceptible of being further broken down into component work projects should be covered by a more detailed description.
6. Signatures. Financial projects are recommended by the official immediately responsible for the total program represented, and by the Administrator of the agency involved. They are concurred in by the Director of Finance, and, if necessary, by an official with Department-wide coordination responsibilities in the area of work described. They are approved by the appropriate Assistant Secretary, or by the Director, **Agricultural Credit Services.**

INSTRUCTIONS FOR PREPARATION OF WORK PROJECT DESCRIPTIONS

1. Number. Give full key number; for example, the symbol A-2-3 relates the work project A-2-3 to the financial project A-2, and to the appropriation or subappropriation item A.
2. Agency and Units. Abbreviate the name of the agency, and as specifically as possible, indicate the organizational units within the agency that will be responsible for the activities represented.
3. Work Project Title. In addition to stating the work project title indicate when subsidiary line projects are not contemplated.
4. Financial Project Title. Use exact title of latest approved parent financial project.
5. Location. Identify principal office or offices in charge of the work and locate by town and State.
6. General Purpose and Character of Work. This item represents the core of the work project description and calls for a carefully constructed statement which will characterize and delimit a field of activity. In the case of research activities, it should indicate the principal types of problems to be investigated and the most important purposes to be served. Where it is not obvious, it is desirable to show how the work project is related to others under the same financial project.

Work projects which are not susceptible of being further broken down into component line projects, but which themselves are highly definitive, should be covered by a rather detailed description similar in nature to that prescribed for line projects.

7. Working Relations with Other Agencies. Indicate the principal agencies or types of agencies with which there will be continued collaboration in the planning and conduct of work in this and closely related fields. Describe the general areas of responsibility of each of the parties concerned wherever a substantial degree of coordinated effort is anticipated. Important working relations with agencies outside the Department should be discussed as well as those with other Department agencies.
8. Signatures. Work projects are recommended by appropriate officials within the agency involved. They are approved by the Administrator of the agency, and where appropriate, by an official with Department-wide coordination responsibilities in the area of work described. They are concurred in by the Director of Finance.

UNITED STATES DEPARTMENT OF AGRICULTURE
FINANCIAL PROJECT DESCRIPTION

1. NO.

2. AGENCY AND UNITS

3. FINANCIAL PROJECT TITLE

4. APPROPRIATION AND SUBAPPROPRIATION

5. GENERAL PURPOSE AND CHARACTER OF PRINCIPAL FIELDS OF WORK

BINDING MARGIN

6. SIGNATURES	TITLE	DATE
RECOMMENDED		
CONCURRED		
APPROVED		

UNITED STATES DEPARTMENT OF AGRICULTURE
WORK PROJECT DESCRIPTION

1. NO.

2. AGENCY AND UNITS

3. WORK PROJECT TITLE

4. FINANCIAL PROJECT TITLE

5. LOCATION

6. GENERAL PURPOSE AND CHARACTER OF WORK:

7. WORKING RELATIONS WITH OTHER AGENCIES

BINDING MARGIN

8. SIGNATURES	TITLE	DATE
RECOMMENDED		
APPROVED		
CONCURRED	Director of Finance	

EXHIBIT B
AM 110.1
9/28/54

ABBREVIATIONS OF BRANCH
DESIGNATIONS, ARS AND AMS
(As used by the Central Project Office)

AGRICULTURAL RESEARCH SERVICE

Crops Research	Field Crops Research Branch	FC
	Horticultural Crops Research Branch	HC
	Entomology Research Branch	ENT
Farm and Land Management Research	Soil and Water Conservation Research Branch	SWC
	Agricultural Engineering Research Branch	AE
	Production Economics Research Branch	PE
Livestock Research	Animal and Poultry Husbandry Research Branch	APH
	Dairy Husbandry Research Branch	DH
	Animal Disease and Parasite Research Branch	ADP
Human Nutrition and Home Economics Research	Human Nutrition Research Branch	HN
	Home Economics Research Branch	HE
Utilization Research	Northern Utilization Research Branch	NU
	Southern Utilization Research Branch	SU
	Eastern Utilization Research Branch	EU
	Western Utilization Research Branch	WU
	Washington Utilization Research Branch	DU
Crops Regulatory Programs	Plant Pest Control Branch	PPC
	Plant Quarantine Branch	PQ
Livestock Regulatory Programs	Animal Disease Eradication Branch	ADE
	Animal Inspection and Quarantine Branch	AIQ
	Meat Inspection Branch	MI

AGRICULTURAL MARKETING SERVICE

Agricultural Economics	Farm Income Branch	FI
	Farm Population and Rural Life	
	Branch	FP
	Statistical and Historical	
	Research Branch	SH
Marketing Research	Biological Sciences Branch	BS
	Market Development Branch	MD
	Market Organization and Costs	
	Branch	OC
	Transportation and Facilities	
	Branch	TF

ACTION BY: Program Division Directors and Branch Chiefs

Financial and Work Projects

I PURPOSE

This Instruction (1) establishes a project system in AMS for financial and work projects to conform with the Department's Uniform Project System as set forth in 6 AR, Chapter 3, Section 2; (2) summarizes the responsibilities for the system; and (3) outlines procedures to be followed in the preparation and obtaining approval of new or revised financial and work project descriptions, and in requesting discontinuance of such projects.

II CANCELLATION

This Instruction supersedes AMS Instruction No. 119-2, Formulation, Review, and Approval of Proposed Financial and Work Projects, dated October 18, 1954. Specific parts revised are not indicated because of the general nature of the revision.

III DEFINITIONS

A Financial Projects. The financial project represents the first unit in the classification of work under an appropriation or subappropriation item. It reflects a broad continuing activity aimed at the solution of related problems within a defined field. Financial projects correspond to the activities indicated in the Program and Financing Schedule of the Budget; i.e., "Marketing Research," etc., and "Market News Service," etc.

B Work Projects. The work project represents the second unit documented in the classification of work under an appropriation or subappropriation item. It represents a well-defined segment of work oriented around commodities, functions, or services, and provides a logical picture of the important fields of work under the parent financial project.

(III B)

Work projects involving research will in general be further documented through line projects. In statistical and service programs the work project will ordinarily be the smallest unit of activity that is documented.

IV RESPONSIBILITIES

A Department.

1 Over-all responsibility for the coordination of the Uniform Project System in the Department rests with the Department's Director of Finance and Budget Officer.

2 The Department regulations assign responsibility for the coordination of all research activities to the Administrator, Agricultural Research Service, and like responsibility for the coordination of all statistical and related economic analysis work to the Administrator, Agricultural Marketing Service. Concurrence of these officials is required for the initiation, modification, or discontinuance of financial or work projects relating to their respective fields of responsibility.

3 General responsibility for supervising referrals of research, marketing services, and statistical projects in the Department is assigned to the Central Project Office of the Agricultural Research Service (referred to herein as CPO).

B Agricultural Marketing Service.

1 The Deputy Administrator for Marketing Research and Statistics (DRS) is responsible for supervision of the project system in AMS and for working with the CPO on interagency phases of the operation.

2 The Budget and Finance (BF) Division, AMS, is responsible for direction and coordination in the development of new or revised financial projects as part of the budget formulation process. In those cases where the budget format or budget formulation process will be affected, the BF Division shall also be consulted in the development of new and revised work projects.

3 Those to whom work projects are referred for review are responsible for considering whether proposed projects (a) provide a satisfactory delineation of fields of work, and (b) take proper cognizance of the need for coordination of work in related fields.

V AUTHORITY TO APPROVE WORK PROJECTS

The Deputy Administrators are authorized to approve work projects in their respective areas of responsibility after the referral and review prescribed in Sec. VIII below. Approval by the Administrator, Agricultural Research Service, is also required for research work projects. All work projects must have the concurrence of the Director of Finance.

VI PROJECT NUMBERING SYSTEM

A numbering system for identifying project descriptions has been designed for AMS to relate various levels of subsidiary projects to each other and to the appropriation or subappropriation item from which they are financed. The appropriation and subappropriation items for AMS, together with symbols for each and procedures and examples for use in identifying project descriptions, are contained in Sec. VIII A of AMS Instruction No. 119-1, Rev. 2, Line Projects.

VII FINANCIAL PROJECT DESCRIPTIONS

A New or revised financial project descriptions shall be prepared under the direction of the Director, BF Division, in consultation with the appropriate Deputy Administrator and division director(s). The descriptions shall be prepared on Form AD-144, Financial Project Description, in accordance with instructions given in Exhibit A, attached. The BF Division shall route the project description to the appropriate AMS officials for clearance and signature.

B After signature by all recommending officials, the BF Division shall forward six copies of the new or revised financial project description to the Assistant to the DPS for submission to the CPO. The CPO, working with the Office of Budget and Finance, arranges for further clearance (as required) and approval, and distributes approved documents.

VIII WORK PROJECTS INITIATED WITHIN AMS

A Preparation of Work Project Descriptions. The initiating division prepares new or revised work project descriptions, using Form AD-145, Work Project Description, in accordance with instructions given in Exhibit B. The description should be forwarded, in original and six copies, to the Assistant to the DPS. If the description of the proposed work project originated in a Marketing Services division, it should be forwarded via the Deputy Administrator for Marketing Services (DMS) for initialing. The originating division shall attach any suggestions it may have regarding other divisions, within or outside AMS, to which the project description should be referred for review.

(VIII)

B Project Referral and Review.

1 Assistant to the DRS. Upon receipt of the work project description, the Assistant to the DRS shall:

a Review the description for adequacy and program content;

b Refer it for review to the BF Division and to any other AMS divisions having an interest or a related responsibility in the project. Form AMS-50, Work Project Referral Sheet, will be used to obtain this review.

c Refer the description to CPO to obtain review by appropriate agencies outside AMS, as required.

2 AMS Divisions. AMS divisions to which proposed project descriptions are referred shall review such descriptions as prescribed in Sec. IV B 3 above, completing the review as promptly as possible. A maximum of three weeks is allowed for such review.

a If the reviewing division has no comments, such division shall indicate this on the referral form in the space provided for this purpose and return the form with the project description to the Assistant to the DRS.

b If there are comments, the reviewing division shall send such comments by memorandum, in triplicate, to the Assistant to the DRS, together with the referral form and project description received for review.

C Reconciliation and Adjustment.

1 The Assistant to the DRS shall take up with the initiating division any comments received from reviewing divisions or agencies, and assist in bringing about the resolution of any issues that may arise. He shall consult CPO regarding solutions of issues raised by reviewing agencies outside AMS.

2 When the review process has been completed, the Assistant to the DRS shall initial the work project description indicating that any issues raised have been resolved, submit the project to the appropriate Deputy Administrator for signature of approval, and forward the project to CPO to obtain further clearance, if necessary, and concurrence.

(VIII)

D Duplication and Distribution. When the project has been finally approved, CPO will return a conformed copy to the Assistant to the DRS, who shall forward it to the initiating division.

1 The initiating division shall duplicate the description as signed, send six copies to the Assistant to the DRS, and make such distribution of copies within the division as may be desirable.

2 The Assistant to the DRS shall retain two copies and shall distribute other copies as follows:

- a Two copies to the BF Division;
- b One copy to the DMS, where appropriate;
- c Single copies to AMS divisions, or agencies outside AMS requesting copies because of special interest in the work.

IX WORK PROJECTS INITIATED OUTSIDE AMS

A Referral and Review.

1 CPO will refer descriptions of proposed work projects originating outside AMS in which AMS has an interest or a related responsibility to the Assistant to the DRS to obtain review in AMS. The Assistant to the DRS shall refer the project descriptions to appropriate divisions within AMS for their review, using Form AMS-50-1, Work Project Referral Sheet (Non-AMS Projects).

2 AMS divisions to which proposed project descriptions originating outside AMS are referred shall review such descriptions as prescribed in Sec. IV B 3 above, completing the review as promptly as possible and in no case later than the date indicated on the referral form.

a If the reviewing division has no comments, such division shall indicate this on the referral form in the space provided for this purpose and return it with the project description to the Assistant to the DRS.

b If there are comments, the reviewing division shall send such comments by memorandum, in triplicate, to the Assistant to the DRS together with the referral form and project description received for review.

(IX)

B Reconciliation and Adjustment.

1 The Assistant to the DRS shall review any comments made by AMS divisions and inform the initiating agency through the CPO by memorandum of the results of the AMS review.

2 CPO will consult with the Assistant to the DRS to assure that any issues raised in AMS comments are satisfactorily resolved before clearing the project for approval.

X DISCONTINUANCE OF FINANCIAL AND WORK PROJECTS

A Authority to Approve. The discontinuance of financial and work projects requires the same approval and concurrence as initiation of such projects, except that the discontinuance of financial projects is approved by the Director of Finance rather than the Group Head in the Office of the Secretary.

B Form To Be Used. Request for clearance and approval to discontinue a financial or work project should be prepared on Form AD-146, Financial or Work Project Discontinuance, and forwarded in original and six copies to the appropriate office indicated in Sections VII A and VIII A above. However, when all or a major part of the work is to be continued under another project, the original project should be superseded rather than discontinued. In such cases a new project description should be prepared on AD-144 for financial projects (see Exhibit A), or AD-145 for work projects (see Exhibit B), and the identifying number of the superseded project indicated on the project description.

G. V. Wells
O. V. Wells
Administrator

Attachments

FINANCIAL PROJECT DESCRIPTION

Financial project descriptions are to be forwarded as prescribed in Sec. VII in original and six copies. (If space on the form is not sufficient for all necessary information, attach continuation sheets, using plain paper.)

When all or a major part of the work covered by the proposed project description was formerly done under another project, note the identifying number(s) of the superseded project(s) at the top of the form.

2 Enter AMS and name of division which will be specifically responsible for the activity involved.

1 Enter identifying number relating financial project to the pertinent appropriation or subappropriation item. (See AMS Instruction No. 119-1, Rev. 2, for information on numbering projects.)

3 Give exact title of the financial project.

4 Give title of related appropriation, and subappropriation item (if any).

AD-144
REV. 9/54

UNITED STATES DEPARTMENT OF AGRICULTURE FINANCIAL PROJECT DESCRIPTION

1. NO.

2. AGENCY AND UNITS

3. FINANCIAL PROJECT TITLE

4. APPROPRIATION AND SUBAPPROPRIATION

5. GENERAL PURPOSE AND CHARACTER OF PRINCIPAL FIELDS OF WORK

5

Describe the important aspects and objectives of the work within each major field of continuing activity, giving some indication of the underlying needs to be met. A comprehensive but concise statement is desired, leaving detailed information to subsidiary work and line project (if any) descriptions. Financial projects which are not susceptible of being further broken down into component work projects should be described in greater detail.

BINDING MARGIN

6 The division director and/or Deputy Administrator sign the project description in these spaces.

7 Financial projects require the concurrence of the Administrator, AMS, or the Administrator, ARS, depending upon the type of activities involved. They require concurrence of the Director of Finance in all cases, and are approved by the Group Head in the Office of the Secretary.

6. SIGNATURES

TITLE

DATE

RECOMMENDED

CONCURRED

APPROVED

WORK PROJECT DESCRIPTION

Work project descriptions are to be forwarded as prescribed in Sec. VIII in original and six copies. (If space on the form is not sufficient for all necessary information, attach continuation sheets, using plain paper.)

AD-145 REV. 9/54		UNITED STATES DEPARTMENT OF AGRICULTURE WORK PROJECT DESCRIPTION		1. NO.
2. AGENCY AND UNITS				
3. WORK PROJECT TITLE				
4. FINANCIAL PROJECT TITLE				
5. LOCATION				
6. GENERAL PURPOSE AND CHARACTER OF WORK:		7. WORKING RELATIONS WITH OTHER AGENCIES		
6. General Purpose and Character of Work. This item represents the core of the work project description and calls for a carefully constructed statement which will characterize and delimit a field of activity. For research activities, it should indicate the principal types of problems to be investigated and the most important purposes to be served. Where it is not obvious, it is desirable to show how the work project is related to others under the same financial project. Work projects which are not susceptible of being further broken down into component line projects should be described in greater detail. List also any existing work projects that are to be superseded by the proposed project. 7. Working Relations With Other Agencies. Indicate the principal agencies or types of agencies with which there will be continued collaboration in the planning and conduct of work in this and closely related fields. Describe the general areas of responsibility of each of the parties concerned wherever a substantial degree of coordinated effort is anticipated. Important working relations with agencies outside the Department should be discussed as well as those with other Department agencies.				
8. SIGNATURES				
RECOMMENDED		TITLE		DATE
APPROVED				
CONCURRED		Director of Finance		

2. Enter AMS and the name of division, branch, and other organizational units which will be specifically responsible for the activity involved.

1. Enter identifying number relating work project to the pertinent financial project and appropriation or sub-appropriation item. (See AMS Instruction No. 119-1, Rev. 2, for information on numbering projects.)

3. Give exact title of the work project. If no line projects are contemplated, enter also: "No line projects."

4. Give exact title of latest approved parent financial project.

5. Identify principal office or offices in charge of the work and locate by city and State.

6. The branch chief and/or division director signs the project description in these spaces, indicating that the project is cleared for referral outside the division, and recommending it to the Deputy Administrator.

7. The Deputy Administrator approves the project, after referral and review described in Sec. VIII B, by signing in this space. The Assistant to the DRS then forwards the project description to CFO to obtain further clearance when required and concurrence of the Director of Finance.

BINDING MARGIN

FINANCIAL OR WORK PROJECT DISCONTINUANCE

Requests for discontinuance of financial or work projects are to be forwarded in original and six copies as indicated in Sections VII A and VIII A respectively.

Enter AMS and the organizational unit(s) specifically responsible for the activity involved.

Use identifying number shown on the project description.

AD-146 (REV. 1/56) UNITED STATES DEPARTMENT OF AGRICULTURE
FINANCIAL OR WORK PROJECT DISCONTINUANCE

1. NO.

2. AGENCY AND UNITS

3. WORK PROJECT TITLE (IF APPLICABLE)

4. FINANCIAL PROJECT TITLE

5. APPROPRIATION AND SUBAPPROPRIATION

6. REASONS FOR DISCONTINUANCE

6. State briefly the reasons for discontinuing the work under the project. If a minor part of the work is to be continued under another project, indicate the nature of the work and identify the project. (As noted in Sec. XB, if all or a major part of the work is to be continued under another project, this form is not to be used.)

For discontinuance of work projects which do not contain subsidiary line projects, list any publications or documents summarizing the results of the work, by title, author, and date of publication. If there are none, so state.

7. SIGNATURES

	TITLE	DATE
RECOMMENDED		
APPROVED		
CONCURRED/APPROVED	Director of Finance	

Discontinuance of projects requires signature at the same levels of administration as the original project proposal, except that financial project discontinuance is approved by the Director of finance rather than by the Group Head in the Office of the Secretary.

ACTION BY: All Divisions and Offices

Consolidated Offices and Common Services

I PURPOSE

This Instruction sets forth (1) the Department's policy on consolidated housing of field offices and the joint use of administrative facilities by consolidated offices, (2) the operational responsibilities of State Administrative Committees established in connection with consolidated offices and common services, and (3) the responsibilities of AMS divisions and offices in cooperating with such committees. (As further guidelines or policies are established for particular items or services, AMS Instructions will be issued under the related subject-matter categories; i.e., 200 for administrative services, 300 for personnel, etc.)

II POLICY

A Consolidated Housing. Whenever practicable, field offices of the Department of Agriculture serving the same geographical area, such as the same county, State, or region, and located in the same town or city, are to be housed together. Housing at different locations in the same town or city is justified only when work must be done in another place, or when there is some other compelling reason affecting both office operations and the public in general.

B Common Services. In consolidated field offices of the Department, joint or cooperative arrangements for administrative functions common to the agencies involved and joint use of facilities and equipment are to be made when these are in the interest of economy, feasible, and permitted by existing authority. Common services might involve items such as (1) one supply storage area or one mimeographing service for all offices, (2) joint use of a Government motor vehicle for two persons going the same way, (3) one receptionist, or (4) joint use of a conference room or some item of equipment.

III STATE ADMINISTRATIVE COMMITTEES

A State Administrative Committee, consisting of a representative of each Department agency having field offices in the State (including Puerto Rico), has been established for each State. These committees will carry out the operational responsibilities for the consolidated housing and common services projects. The responsibilities of the committees are to:

A Consolidated or Deconsolidated Housing -

1 Recommend, approve, and implement action for county or comparable offices; and

2 Develop and present to the Administrative Assistant Secretary, committee positions on actions affecting other offices; and implement actions approved by the Administrative Assistant Secretary.

B Common Services -

1 Put into operation, by mutual agreement or where so directed, one or more types of joint services; and

2 Recommend areas for Washington approval where there is lack of agreement or lack of adequate authority.

IV AMS REPRESENTATIVES ON STATE ADMINISTRATIVE COMMITTEES

A Designation of Members and Alternates. The Directors, Area Administrative (AA) Divisions, are designated as AMS members of State Administrative Committees within their respective geographical areas. The following are designated as alternate members:

Branch Chiefs in AA Divisions
Assistant Branch Chiefs of Administrative Services Branches
and Real Property Officers in AA Divisions
Heads of field offices

B Authority for Representation.

1 The Director, AA Division, may designate an alternate to represent him at a meeting of a State Administrative Committee. When so designated, the alternate will have full authority to act on the

(IV B 1)

committee. The designation shall be in writing and a copy shall be sent to the chairman of the committee.

2 If the Director, AA Division, desires to have a head of a field office represent him on a State Administrative Committee on a continuing basis, he shall obtain prior approval, through the Administrative Services (AS) Division, from the Deputy Administrator, Management.

a The request for approval shall contain (1) an explanation of the circumstances, and (2) information as to whether the assignment is acceptable to the head of the field office.

b The AS Division shall (1) obtain concurrence of the Director of the Division in which the head of the field office works, (2) coordinate the matter with other affected divisions, and (3) forward the request to the Deputy Administrator, Management.

c If approval is granted, the Director, AA Division, shall inform the head of the field office, in writing, and send a copy to the chairman of the committee.

V AMS RESPONSIBILITIES

A AA Divisions shall:

1 Provide representation on the State Administrative Committees in their respective geographical areas;

2 Obtain clearances, coordinations, and approvals within AMS as required by other procedures on recommendations and proposed actions of State Administrative Committees; and

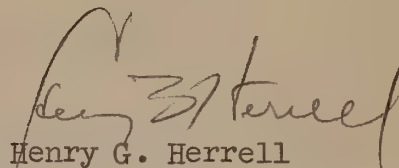
3 Keep the Deputy Administrator, Management, informed on the overall phases of the consolidated housing and common services programs.

(IV)

B Washington divisions and field offices shall:

1 Cooperate fully in the execution of approved consolidated housing or common services projects by which they are affected, and

2 When requested by an AA Division, furnish such information on their respective activities as may be needed to establish the AMS position on matters **scheduled** for consideration by a State Administrative Committee.



Henry G. Herrell
Deputy Administrator, Management

AMS PROCEDURE CLASSIFICATION AND FILING CHART

MARKETING SERVICE AND REGULATORY

GENERAL

- 900 General
- 901 Delineation of Program Responsibilities
- 902 Program Development, Presentation, and Review
- 903 Relationships
- 904 Transportation Rates and Services
- 905 Education, Demonstration, and Promotion
- 906 Cooperative Agreements, Contracts, and Memoranda of Understanding
- 907
- 908
- 909

COMMODITY STANDARDIZATION, GRADING, AND INSPECTION

- 910 General
- 911 Relationships
- 912 Standards and Specifications
- 913 Rules and Regulations
- 914 Referenda
- 915 Applications for Inspection and Grading
- 916 Inspection and Grading Facilities and Equipment
- 917 Sampling Methods and Procedures
- 918 Inspection and Grading Methods and Procedures
- 919 Certification
- 920 Labels and Inspection Markings
- 921 Protests, Appeals, Disputes, Reinspections, and Reviews
- 922 Violations and Investigations
- 923 Examining and Licensing Inspectors, Graders and Samplers
- 924 Faithful Performance Bonding
- 925 Education, Demonstrations, and Promotion
- 926
- 927
- 928
- 929 Records and Reports

MARKET NEWS

- 930 General
- 931 Terminology
- 932 Collection of Information
- 933 Preparation of Market and Sales Reports
- 934 Dissemination
- 935 Arrangements for Transportation Information
- 936 Telephone and Telegraphic Service
- 937 Office Management and Reports
- 938
- 939
- 940
- 941
- 942
- 943
- 944
- 945
- 946
- 947
- 948
- 949

REGULATORY ACTS 1/

- 950 General
- 951 Rules and Regulations
- 952 Designations and Posting
- 953 Registration, Licensing,
and Jurisdiction
- 954 Bonding
- 955 Accounts, Records, and Reports
- 956 Fees, Tariffs, Schedules,
and Rates
- 957 Trade Practices
- 958 **Sampling** "Regulatory"
- 959 Laboratory Testing
- 960 Complaints
- 961 Investigations and Inspections 1/
- 962 Formal Proceedings
- 963 Relationships with Other
Agencies
- 964 Scales and Weighing
- 965
- 966
- 967
- 968
- 969

1/ Does not include instructions pertaining to regulatory inspection of commodities. For this subject matter, see 910 series, "Commodity Standardization, Inspection and Grading."

AMS PROCEDURE CLASSIFICATION AND FILING CHART

ORGANIZATIONAL AND GENERAL

GENERAL ADMINISTRATION

100 General AMS Organization
101 Programs & Responsibilities
102 Administrator's Office
103 Administrative Divisions
104 Divisions & Staff Offices
105 Field Offices
106 Delegation of Authority
107 Defense Mobilization
108 Civil Defense
109 Committees
110 Inter-Agency Relations
111 Legal Services
112 Official Meetings
113 Advisory Committees
114
115
116
117
118
119 Work & Line Projects
120
121 Management Improvement
122 Procedure System
123 Federal Register Publication
124
125
126
127
128
129

AUDIT

130 General
131 Basic Procedures
132 National School Lunch
133 Section 32
134 Trust Funds
135 Marketing Services (Reg. Acts)
136 Marketing Research & Agricultural Estimates
137 Perishable Agricultural Commodities Act
138 Payments to States, Etc.
139 Other

INVESTIGATIONS (Compliance)

140 General
141 Basic Procedures
142
143
144
145
146
147
148
149

MARKETING INFORMATION

160 General
161 Manuscripts
162 Publications
163 Press, Radio, & Television
164 Speeches
165 Visual Material
166
167
168
169

STATISTICAL CLEARANCE

170 General
171 Data Collection Forms
172 Statistical Methodology
173 Statistical Tabulating Service
174 Survey Plans
175
176
177
178
179

AMS PROCEDURE CLASSIFICATION AND FILING CHART

ADMINISTRATIVE SERVICES

GENERAL

200 General
201 Cooperative Agreements
202 Fires
203 Forms Management
204 Patents
205 Research Contracts
206 Organization Names & Identification
207
208
209 Reports Management

AUTOMOTIVE OPERATION

210 General
211 Accidents and Claims
212 Operation and Identification
213
214 Storage
215
216
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218
219

COMMUNICATIONS

220 General
221 Correspondence
222 Leased Wire
223 Mail
224 Penalty Indicia
225 Telegraphic
226 Telephone
227
228
229

PRINTING, BINDING & DUPLICATING

230 General
231 Graphic Services
232 Mailing Lists
233 Printing and Duplicating Services
234
235
236
237
238
239

(over)

PROCUREMENT

240 General
241 Automotive Equipment
242 Contracts
243
244 Published Material
245 Rentals
246
247
248 Special Equipment
249 Transportation of Supplies
and Equipment
250
251
252
253
254
255
256
257
258
259

PROPERTY

260 General
261 Accountability
262
263 Sales
264
265 Utilization
266
267
268
269

RECORDS MANAGEMENT

270 General
271 Creation of Records
272 Disposition of Records
273 Filing Systems
274 Records Centers and
Depositories
275 Security of Records
276
277
278
279

AMS INSTRUCTION No. 122-1
EXHIBIT A

SPACE & UTILITIES

280 General
281 Directories
282 Leases & Permits
283 Management & Maintenance
284
285 Service Contracts
286 Space
287
288
289

AMS PROCEDURE CLASSIFICATION AND FILING CHART

PERSONNEL

GENERAL

300 General
301 Delegated Authorities
302
303 Foreign Duty
304 Identification Cards
305 Leave
306 Hours of Duty & Overtime
307 Veterans & Military Service
308
309

CLASSIFICATION & ORGANIZATION

310 General
311
312 Organization
313 Wage Boards
314
315
316
317
318
319

EMPLOYMENT

320 General
321 Status & Tenure
322 Reemployment Rights
323 Letter of Authorization
324
325 Recruitment & Placement
326 Schedules A, B, & C
327 Cooperative Agents
328 Consultants
329 Expert Examiners
330 Details, Reassignments & Trans-
fers
331 Pay Adjustments & Increases
332 Resignations
333 Requests for Personnel Action
334 Reductions-in-Force
335
336
337
338
339

(over)

EMPLOYEE RELATIONS & WELFARE

340 General
341
342 Unemployment Compensation
343 Counseling
344 Employee Activities
345 Retirement
346 Grievances & Appeals
347 Performance Ratings
348
349 Group Life Insurance

INVESTIGATIONS & DISCIPLINE

360 General
361 Investigations
362 Political Activity
363 Reporting Offenses
364 Security Program
365 Employee Conduct
366
367
368
369

SAFETY & HEALTH

370 General
371 Accident Reporting
372 Health Programs
373 Injury Compensation
374 Physical Requirements
375
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TRAINING & EMPLOYEE DEVELOPMENT

380 General
381
382 Orientation
383 On-the-Job
384 Supervisory
385
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389

AMS INSTRUCTION No. 122-1
EXHIBIT A

INCENTIVES & AWARDS

390 General

391

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AMS PROCEDURE CLASSIFICATION AND FILING CHART

BUDGET & FINANCE

GENERAL

400 General
401 Bonding
402 Certifying Officers
403 Government Checks
404 Legislative Services
405 Object Classification
406 Obligations
407 Appropriations & Funds
408 Special Program Funds
409 Reports Chart
410
411
412
413
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415
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417
418
419

BILLINGS & COLLECTIONS

420 Billings
421 Cash Receipts
422 Collections
423 Obligations
424 Payments
425 Reimbursements
426 Deposit Funds
427 Taxes (Except Withholding)
428
429

BUDGET

430 General
431 Estimates
432 Allotments and Allocations
433 Performance Reports
434 Reimbursements
435
436 Workload Standards
437
438 Progress Reports
439

(over)

EMPLOYEE ACCOUNTS

440 General
441 Salary Computation
442 Payroll Preparation
443 Salary Deductions
444 Premium Compensation
445 Time & Attendance
446 Salary Withholdings
447 Retirement Records
448
449

ACCOUNTING

450 General
451 General Ledger
452 Allotment Ledger
453 Subsidiary Record
454 Imprest Cash
455
456
457 Trust Funds
458
459

TRAVEL & TRANSPORTATION

460 General
461 Advance of Funds
462 Committee Travel
463 Foreign Travel
464 Non-Government Employees
465 Transportation of Things
466 Transportation Requests
467 Travel Authorization & Expenses
468
469

AMS INSTRUCTION No. 122-1
EXHIBIT A

VOUCHERS

470 General
471 Advances of Funds to Employees
472 Certified Invoices
473 Foreign Currency, Vouchers & Invoices
474 Imprest Accounts
475 Indemnities
476 Payment to Other Government Agencies
477 Suspensions, Exceptions & Inquiries
478 Travel & Transportation
479 Payment to Schools
480
481
482
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484
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AMS PROCEDURE CLASSIFICATION AND FILING CHART

MARKETING AGREEMENTS, SCHOOL LUNCH, DIRECT
DISTRIBUTION, AND OTHER PROGRAMS

MARKETING AGREEMENTS AND ORDERS

800 General
801 Delineation of Program Re-
sponsibilities
802 General Rules of Practice
803 Referenda
804 Program Development, Pre-
sentation, and Review
805 Orders and Agreements
806 Commodity Regulations
807 Rules by Administrative
Agency
808
809
810 Administrative Agencies -
Organization and Formula-
tion
811 Application of Regulations
812 Marketing Services, Testing,
and Weighing
813 Handler Reports and Auditing
Procedure, Price Announce-
ments
814 Records and Reports by Adminis-
trative Agencies
815 Relationships with other
Agencies
816 Violations, Investigations, and
Enforcement Procedures,
Litigation
817 Cooperatives
818 Order Information
819 Administrative Agency Procedure
820
821
822
823
824
825
826
827
828
829

SCHOOL LUNCH

830 General
831 Eligibility
832 Applications and Agreements
833 Food Assistance
834 Reimbursements
835
836 Review - School Operations
837 Analysis of State Agency Operations
838 Nutritional Requirements
839 Records and Reports

DIRECT DISTRIBUTION

840 General
841 Eligibility
842 Allocation of Commodities
843 Delivery Orders
844 Shipment and Receipt of
Commodities
845
846
847
848 Food Preservation
849 Records and Reports

MARKETING OF PLENTIFUL FOODS
THROUGH TRADE CHANNELS

850 General
851 Plentiful Foods Promotion
852
853
854 Encouragement of Exportation
855 Encouragement of Domestic
Utilization
856
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858
859

AMS PROCEDURE CLASSIFICATION AND FILING CHART

ORGANIZATIONAL AND GENERAL

GENERAL ADMINISTRATION

100 General AMS Organization
101 Program Responsibilities
102 Administrator's Office
103 Management and Administrative
Divisions
104 Program and Staff Divisions
105 Field Offices
106 Delegations of Authority
107 Civil Defense
108 Natural Disasters
109 Committee Management
110 Inter-Agency Relations
111 Legal Services
112 Official Meetings
113 Civil Rights
114 Library Services
115 Legislative Matters
116
117 Program Dockets
118 Program Administration
119 Work and Line Projects
120 Consolidated Offices and Services
121
122 Directives System
123 Federal Register
124
125
126
127 Program Audits
128 Program Investigations (Compliance)
129 Records and Reports

MARKETING INFORMATION

160 General
161 Manuscripts
162 Publications
163 Press, Radio, and Television
164 Speeches
165 Visual Material
166
167
168
169 Records and Reports

AMS INSTRUCTION 122-1
EXHIBIT A

AMS PROCEDURE CLASSIFICATION AND FILING CHART

ADMINISTRATIVE SERVICES

GENERAL

200 General
201 Cooperative Arrangements
202
203 Agreements Under the
Economy Act
204 Patents
205
206 Organizational Names and
Identification
207 Services - Consolidated
Offices
208 Forms Management
209 Reports Management

AUTOMOTIVE OPERATION

210 General
211 Interagency Motor Pool Systems
212 Operation and Identification
213 Credit Cards
214 Storage
215
216
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219 Records and Reports

COMMUNICATIONS

220 General
221 Correspondence
222 Leased Wire
223 Mail
224 Postage and Fees Paid
225 Telegraphic
226 Telephone
227
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229 Records and Reports

PRINTING, BINDING, AND DUPLICATING

230 General
231
232
233 Printing and Duplicating
Services
234 Mailing Lists
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239 Records and Reports

PROCUREMENT

240 General
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242
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244 Automotive Equipment
245 Forms - Field
246
247 Contracting
248 Special Equipment
249 Transportation of Supplies
and Equipment
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251
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253
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255 Forms - Washington
256
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PROPERTY

260 General
261 Utilization
262 Accountability
263
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265 Disposition
266
267
268
269 Records and Reports

RECORDS MANAGEMENT

270 General
271 Creation of Records
272 Disposition of Records
273 Maintenance of Records
274
275 Security of Records
276
277
278
279 Records and Reports

SPACE AND UTILITIES

280 General
281 Responsibilities
282 Acquisition and Occupancy
283
284
285 Utility and Space Services
286
287 Directory Listings, Signs, and
Identification
288
289 Records and Reports

AMS INSTRUCTION 122-1
EXHIBIT A

AMS PROCEDURE CLASSIFICATION AND FILING CHART

PERSONNEL

GENERAL

300 General
301 Delegated Authorities
302 Promotion Program
303 Manpower Utilization
304 Identification Cards
305 Leave
306 Hours of Duty and Overtime
307 Veterans and Military Service
308 Weather Dismissals
309 Equal Opportunities

CLASSIFICATION AND ORGANIZATION

310 General
311
312 Organization
313 Wage Boards
314
315
316
317
318
319 Records and Reports

EMPLOYMENT

320 General
321
322 Reemployment Rights
323 Short-Term Employment
324
325 Recruitment and Placement
326 Schedules A, B, and C
327 Cooperative Agents
328 Consultants and Advisers
329 Expert Examiners

EMPLOYMENT (Con)

330 Details, Reassignments,
and Transfers
331 Pay Adjustments and Increases
332 Resignations
333 Requests for Personnel Action
334 Reductions-in-force
335
336
337
338
339 Records and Reports

EMPLOYEE RELATIONS AND WELFARE

340 General
341
342 Unemployment Compensation
343 Counseling
344 Employee Activities
345 Retirement
346 Grievances and Appeals
347 Performance Ratings
348 Health Benefits
349 Group Life Insurance

INVESTIGATIONS AND DISCIPLINE

360 General
361 Investigations
362 Political Activity
363 Reporting Offenses
364 Security Program
365 Employee Conduct
366
367
368
369 Records and Reports

SAFETY AND HEALTH

370 General
371 Accident Reporting
372 Health Programs
373 Injury Compensation
374 Physical Requirements
375
376
377
378
379 Records and Reports

TRAINING AND EMPLOYEE DEVELOPMENT

380 General
381
382
383 On-the-Job
384 Supervisory
385 Orientation
386 Training Opportunities
387
388
389 Records and Reports

INCENTIVES AND AWARDS

390 General
391 Awards From Outside Organizations
392 Awards Committees
393 Processing Awards
394
395
396
397
398
399 Records and Reports

AMS INSTRUCTION 122-1
EXHIBIT A

AMS PROCEDURE CLASSIFICATION AND FILING CHART

BUDGET AND FINANCE

GENERAL

400 General
401 Bonding
402 Certifying and Approving Officers
403 Government Checks
404
405 Object Classification
406 Obligations and Reporting
407 Appropriations and Funds
408
409
410
411 Jury and Witness Service
412 Employee Training - Fiscal Aspects
413 Communications - Fiscal Aspects
414
415
416 Taxes (Except Withholding)
417
418
419

BILLINGS AND COLLECTIONS

420 Billings
421 Cash Receipts
422 Collections
423
424 Payments
425 Reimbursements
426 Deposit Funds
427
428
429 Records and Reports

BUDGET

430 General
431 Estimates
432 Allotments and Allocations

BUDGET (Con)

433 Performance Reports
434 Reimbursements
435 Operating Budgets and
Reporting
436 Workload Standards
437 Position Records
438
439 Records and Reports

EMPLOYEE ACCOUNTS

440 General
441 Salary Computation
442 Accountability Clearance and
Final Salary Payment
443 Salary Deductions
444 Premium Compensation
445 Time and Attendance
446 Salary Withholdings
447 Retirement Accountability
448 Insurance and Health
Benefits Accountability
449 Records and Reports

ACCOUNTING

450 General
451 General Ledger
452 Subsidiary Record
453
454 Imprest Cash
455 Program Accounting
456
457 Trust Fund Accounting
458
459 Records and Reports

TRAVEL AND TRANSPORTATION

460 General
461 Advance of Funds
462 Travel Management
463 Foreign Travel
464 Travel Authorizations
465
466 Transportation Requests
467 Travel Allowances
468 Travel Voucher Preparation
469 Records and Reports

CLAIMS

490 General
491 Administrative
492 Program
493 Tort
494 Uncollectible Debts

VOUCHER PROCESSING

470 General
471
472 Miscellaneous Vouchers
473 Foreign Currency, Vouchers, and
Invoices
474 Imprest Accounts
475 Indemnities
476 Payment to Other Government
Agencies
477 Suspensions, Exceptions, and
Inquiries
478 Travel and Transportation Vouchers
479 Payment to Schools and Child-Care
Institutions
480 Export and Diversion Programs
481 Payments to non-Federal Agencies
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488 Scheduling
489 Records and Reports

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OPERATIONS ANALYSIS

GENERAL

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EFFECTIVENESS MEASUREMENTS

530 General
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SYSTEMS AND OPERATIONS ANALYSIS

510 General
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WORK PROGRAMMING

540 General
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MANAGEMENT IMPROVEMENT

520 General
521 Management Improvement Project
System
522 Manpower Control and Utilization
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SUPERVISORY MANAGEMENT TECHNIQUE
DEVELOPMENT

550 General
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AMS PROCEDURE CLASSIFICATION AND FILING CHART

MARKETING AGREEMENTS, SCHOOL LUNCH, DIRECT
DISTRIBUTION, AND OTHER PROGRAMS

MARKETING AGREEMENTS AND ORDERS

800 General
801 Delineation of Program
Responsibilities
802 General Rules of Practice
803 Referenda
804 Program Development, Pre-
sentation, and Review
805 Orders and Agreements
806 Commodity Regulations
807 Rules by Administrative
Agency
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810 Administrative Agencies -
Organization and Formula-
tion
811 Application of Regulations
812 Marketing Services, Testing,
and Weighing
813 Handler Reports and Auditing
Procedure, Price Announce-
ments
814 Records and Reports by Adminis-
trative Agencies
815 Relationships with other
Agencies
816 Violations, Investigations, and
Enforcement Procedures,
Litigation
817 Cooperatives
818 Order Information
819 Administrative Agency Procedure
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MARKETING AGREEMENTS AND ORDERS (Con)

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829 Records and Reports

SCHOOL LUNCH

830 General
831 Eligibility
832 Applications and Agreements
833 Food Assistance
834 Reimbursements
835
836 Review - School Operations
837 Analysis of State Agency
Operations
838 Nutritional Requirements
839 Records and Reports

DIRECT DISTRIBUTION

840 General
841 Eligibility
842 Allocation of Commodities
843 Delivery Orders
844 Shipment and Receipt of
Commodities
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848 Food Preservation
849 Records and Reports

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MARKETING OF PLENTIFUL FOODS
THROUGH TRADE CHANNELS

- 850 General
- 851 Plentiful Foods Promotion
- 852
- 853
- 854 Encouragement of Exportation
- 855 Encouragement of Domestic
Utilization
- 856
- 857
- 858
- 859 Records and Reports

SPECIAL SCHOOL MILK PROGRAM

- 860 General
- 861 Administration - Private Schools

FOOD STAMP PROGRAM

- 880 General
- 881
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- 883
- 884

AMS PROCEDURE CLASSIFICATION AND FILING CHART

MARKETING SERVICE AND REGULATORY

GENERAL

- 900 General
- 901 Delineation of Program Responsibilities
- 902 Program Development, Presentation, and Review
- 903 Relationships
- 904 Transportation Rates and Services
- 905 Education, Demonstration, and Promotion
- 906 Cooperative Agreements, Contracts, and Memoranda of Understanding
- 907
- 908
- 909 Records and Reports

COMMODITY STANDARDIZATION, GRADING, AND INSPECTION

- 910 General
- 911 Relationships
- 912 Standards and Specifications
- 913 Rules and Regulations
- 914 Referenda
- 915 Applications for Inspection and Grading
- 916 Inspection and Grading Facilities and Equipment
- 917 Sampling Methods and Procedures
- 918 Inspection and Grading Methods and Procedures
- 919 Certification
- 920 Labels and Inspection Markings
- 921 Protests, Appeals, Disputes, Reinspections, and Reviews
- 922 Violations and Investigations

COMMODITY STANDARDIZATION, GRADING, AND INSPECTION (Con)

- 923 Examining and Licensing Inspectors, Graders, and Samplers
- 924 Faithful Performance Bonding
- 925 Education, Demonstrations, and Promotion
- 926
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- 928
- 929 Records and Reports

MARKET NEWS

- 930 General
- 931 Terminology
- 932 Collection of Information
- 933 Preparation of Market and Sales Reports
- 934 Dissemination
- 935 Arrangements for Transportation Information
- 936 Telephone and Telegraphic Service
- 937 Office Management and Reports
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- 949 Records and Reports

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REGULATORY ACTS^{1/}

- 950 General
- 951 Rules and Regulations
- 952 Designations and Posting
- 953 Registration, Licensing,
and Jurisdiction
- 954 Bonding
- 955 Accounts, Records, and Reports
- 956 Fees, Tariffs, Schedules,
and Rates
- 957 Trade Practices
- 958 Sampling "Regulatory"
- 959 Laboratory Testing
- 960 Complaints
- 961 Investigations and Inspections^{1/}
- 962 Formal Proceedings
- 963 Relationships with Other Agencies
- 964 Scales and Weighing
- 965
- 966
- 967
- 968
- 969 Records and Reports

^{1/} Does not include instructions pertaining to regulatory inspection of commodities. For this subject matter, see 910 series, "Commodity Standardization, Inspection, and Grading."

AMS PROCEDURE CLASSIFICATION AND FILING CHART

ORGANIZATIONAL AND GENERAL

GENERAL ADMINISTRATION

100 General AMS Organization
101 Program Responsibilities
102 Administrator's Office
103 Management and Administrative
Divisions
104 Program and Staff Divisions
105 Field Offices
106 Delegations of Authority
107 Civil Defense
108 Natural Disasters
109 Committee Management
110 Inter-Agency Relations
111 Legal Services
112 Official Meetings
113
114 Library Services
115 Legislative Matters
116
117 Program Dockets
118 Program Administration
119 Work and Line Projects
120 Consolidated Offices and Services
121
122 Directives System
123 Federal Register
124
125
126
127 Program Audits
128 Program Investigations (Compliance)
129 Records and Reports

MARKETING INFORMATION

160 General
161 Manuscripts
162 Publications
163 Press, Radio, and Television
164 Speeches
165 Visual Material
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169 Records and Reports

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ADMINISTRATIVE SERVICES

GENERAL

200 General
201 Cooperative Arrangements
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203 Agreements Under the
Economy Act
204 Patents
205
206 Organizational Names and
Identification
207 Services - Consolidated
Offices
208 Forms Management
209 Reports Management

AUTOMOTIVE OPERATION

210 General
211 Interagency Motor Pool Systems
212 Operation and Identification
213 Credit Cards
214 Storage
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219 Records and Reports

COMMUNICATIONS

220 General
221 Correspondence
222 Leased Wire
223 Mail
224 Postage and Fees Paid
225 Telegraphic
226 Telephone
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228
229 Records and Reports

PRINTING, BINDING, AND DUPLICATING

230 General
231
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233 Printing and Duplicating
Services
234 Mailing Lists
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239 Records and Reports

PROCUREMENT

240 General
241
242
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244 Automotive Equipment
245 Forms - Field
246
247 Contracting
248 Special Equipment
249 Transportation of Supplies
and Equipment
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255 Forms - Washington
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PROPERTY

260 General
261 Utilization
262 Accountability
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265 Disposition
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269 Records and Reports

RECORDS MANAGEMENT

270 General
271 Creation of Records
272 Disposition of Records
273 Maintenance of Records
274
275 Security of Records
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279 Records and Reports

SPACE AND UTILITIES

280 General
281 Responsibilities
282 Acquisition and Occupancy
283
284
285 Utility and Space Services
286
287 Directory Listings, Signs, and
Identification
288
289 Records and Reports

AMS PROCEDURE CLASSIFICATION AND FILING CHART

PERSONNEL

GENERAL

300 General
301 Delegated Authorities
302 Promotion Program
303 Manpower Utilization
304 Identification Cards
305 Leave
306 Hours of Duty and Overtime
307 Veterans and Military Service
308 Weather Dismissals
309 Records and Reports

CLASSIFICATION AND ORGANIZATION

310 General
311
312 Organization
313 Wage Boards
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319 Records and Reports

EMPLOYMENT

320 General
321 Equal Employment
322 Reemployment Rights
323 Short-Term Employment
324
325 Recruitment and Placement
326 Schedules A, B, and C
327 Cooperative Agents
328 Consultants and Advisers
329 Expert Examiners

EMPLOYMENT (Con)

330 Details, Reassignments, and
Transfers
331 Pay Adjustments and Increases
332 Resignations
333 Requests for Personnel Action
334 Reductions-in-force
335
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339 Records and Reports

EMPLOYEE RELATIONS AND WELFARE

340 General
341
342 Unemployment Compensation
343 Counseling
344 Employee Activities
345 Retirement
346 Grievances and Appeals
347 Performance Ratings
348 Health Benefits
349 Group Life Insurance

INVESTIGATIONS AND DISCIPLINE

360 General
361 Investigations
362 Political Activity
363 Reporting Offenses
364 Security Program
365 Employee Conduct
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369 Records and Reports

SAFETY AND HEALTH

370 General
371 Accident Reporting
372 Health Programs
373 Injury Compensation
374 Physical Requirements
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379 Records and Reports

TRAINING AND EMPLOYEE DEVELOPMENT

380 General
381
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383 On-the-Job
384 Supervisory
385 Orientation
386 Training Opportunities
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389 Records and Reports

INCENTIVES AND AWARDS

390 General
391 Awards From Outside Organizations
392 Awards Committees
393 Processing Awards
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399 Records and Reports

AMS PROCEDURE CLASSIFICATION AND FILING CHART

BUDGET AND FINANCE

GENERAL

400 General
401 Bonding
402 Certifying and Approving Officers
403 Government Checks
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405 Object Classification
406 Obligations and Reporting
407 Appropriations and Funds
408
409
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411 Jury and Witness Service
412 Employee Training - Fiscal Aspects
413 Communications - Fiscal Aspects
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415
416 Taxes (Except Withholding)
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BILLINGS AND COLLECTIONS

420 Billings
421 Cash Receipts
422 Collections
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424 Payments
425 Reimbursements
426 Deposit Funds
427
428
429 Records and Reports

BUDGET

430 General
431 Estimates
432 Allotments and Allocations

BUDGET (Con)

433 Performance Reports
434 Reimbursements
435 Operating Budgets and
Reporting
436 Workload Standards
437 Position Records
438
439 Records and Reports

EMPLOYEE ACCOUNTS

440 General
441 Salary Computation
442 Accountability Clearance and
Final Salary Payment
443 Salary Deductions
444 Premium Compensation
445 Time and Attendance
446 Salary Withholdings
447 Retirement Accountability
448 Insurance and Health
Benefits Accountability
449 Records and Reports

ACCOUNTING

450 General
451 General Ledger
452 Subsidiary Record
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454 Imprest Cash
455 Program Accounting
456
457 Trust Fund Accounting
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459 Records and Reports

TRAVEL AND TRANSPORTATION

460 General
461 Advance of Funds
462 Travel Management
463 Foreign Travel
464 Travel Authorizations
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466 Transportation Requests
467 Travel Allowances
468 Travel Voucher Preparation
469 Records and Reports

CLAIMS

490 General
491 Administrative
492 Program
493 Tort
494 Uncollectible Debts

VOUCHER PROCESSING

470 General
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472 Miscellaneous Vouchers
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Invoices
474 Imprest Accounts
475 Indemnities
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SCHOOL LUNCH

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831 Eligibility
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833 Food Assistance
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